USER MANUAL FOR

COMPUTERISATION OF RECORDS FOR CREW CLEARANCE – MULTIPLE JOURNEY LANDING PASS

(CREW-MJLP)

FOR

IMMIGRATION & CHECKPOINTS AUTHORITY

(SHIPPING AGENT)

Prepared by: -

National Computer Systems Pte Ltd

09 Feb 2009

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Document Change History

Version	Effective Date	Summary of Changes	Author
1.0	09 Feb 2009	Initial Delivery	Crew Application Team
1.1	19 Feb 2009	Enhancements:- - Batch submission for Transfer and Cancellation Request	Crew Application Team

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1. INTRODUCTION

1.1 Overview

The Coastal Command of Immigration & Checkpoints Authority (ICA) performs immigration clearance on a 24 hr basis for all arriving and departing ship crew.

The CREW-MJLP module is a sub-module of existing CREW system. It is a web-based application and hosted on the PSi Hosting Environment. The web site can be accessed from the following URL https://crew.ica.gov.sg/NASApp/crewfrontend/base/index.do

The objective of the CREW-MJLP module is to allow Shipping Agents to apply for MJLP applications online.

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1.2 About This Manual

The objective of this document is to guide the Shipping Agents on how to use the CREW – MJLP module.

To use the system, Shipping Agent should have some basic knowledge of using a web browser such as Internet Explorer (IE), navigating from one page to another.

The chapters in this manual are organized in a logical functional manner, and not necessary in the order that the users would normally use the system.

A reader can go through this User Manual in any order according to the specific function that he/she encountered or is interested in.

The functionality for the CREW – MJLP module includes:

- Application Request
- Transfer Request
- MJLP Cancellation
- MJLP Enquiry Status
- Photo Resubmission

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1.3 Installation/Setup and Errors Encountered

1.3.1 Installation/Setup

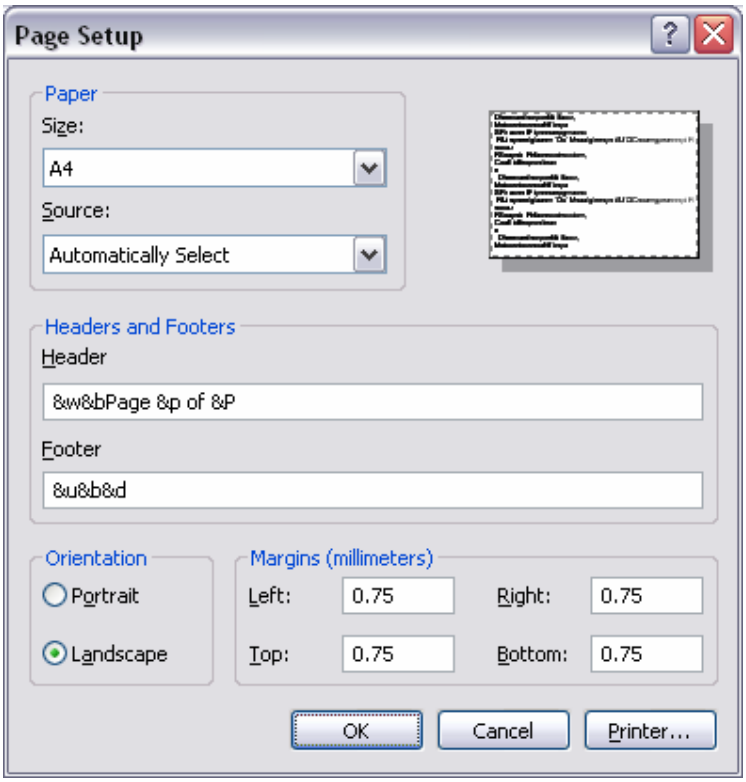
Basic PC setup with Modem or Broadband Internet connection.

Browser:
Internet Explorer 6.0 and above

The user needs to configure the settings of his Internet browser before he launches the CREW system website.

To setup the IE setup configuration

1. From the IE Menu, go to **[FILE]** and **[PAGE SETUP]**
   - Set Paper size to A4
   - Set Orientation to Landscape (this is recommended)



2. From the IE Menu, go to **[VIEW]** and **[ENCODING]**
   - Choose Western European

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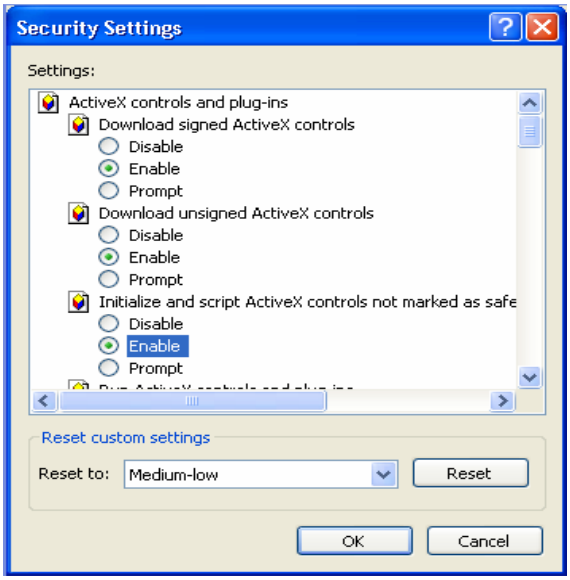
3. From the IE Menu, go to **[TOOLS]** and **[INTERNET OPTIONS]**

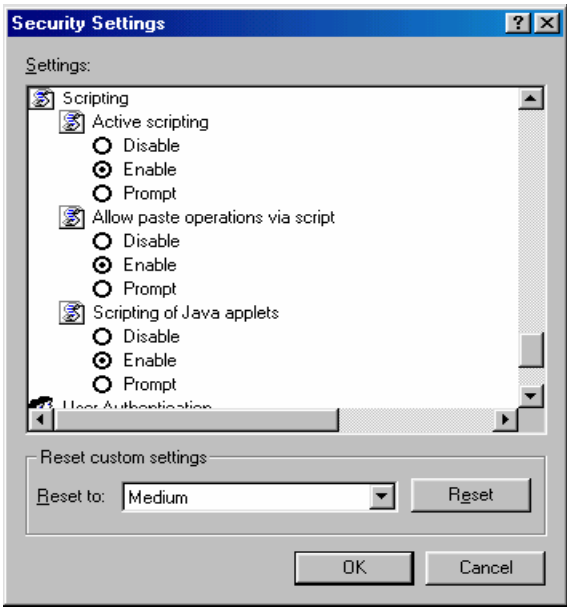
(A) **[GENERAL] TAB**

- Click on **[SETTINGS]**
- Select **[EVERY VISIT TO THE PAGE]**

(B) **[SECURITY] TAB**

- Click on **[CUSTOM LEVEL]** button
- Under Scripting, enable Active Scripting
- Under ActiveX controls and plug-ins, enable Initialize and script ActiveX controls not marked as safe





4. To access Singpass Page, there is a need to install Java Virtual Machine (JVM) on your PC.

   - For setup of browser and system requirements to access SingPass, please refer to the following website :-
     http://www.singpass.gov.sg/sppubsvc/

   - Alternatively you may refer to the CREW Frontend Welcome Page and click on the following link :-
     http://java.com/en/

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5. To check the correct version of JVM has been installed in your PC :-
   - Click on **[START] – [CONTROL PANEL]**
   - Look for one of the following icon :-

   - Double-click the Java icon to launch the Java Control Panel
   - Click on the "About" button, the next screen that appears will depend on the JRE version installed in the PC.
   - The following are the respective screen shots for version 1.5.0 and version 1.6.0.

About Java
JAVA™ 2 Platform Standard Edition
Java
Sun microsystems
Version 1.5.0 (build 1.5.0_10-b03)
Copyright 2006 Sun Microsystems, Inc.
All rights reserved. Use is subject to license terms.
For more information about Java technology and to explore great Java applications, visit
http://www.java.com
Close

Java™ 6
Standard Edition
Java
Version 6 Update 11 (build 1.6.0_11-b03)
Copyright 2008 Sun Microsystems, Inc.
All rights reserved. Use is subject to license terms.
For more information about Java technology and to explore great Java applications, visit http://www.java.com
Sun

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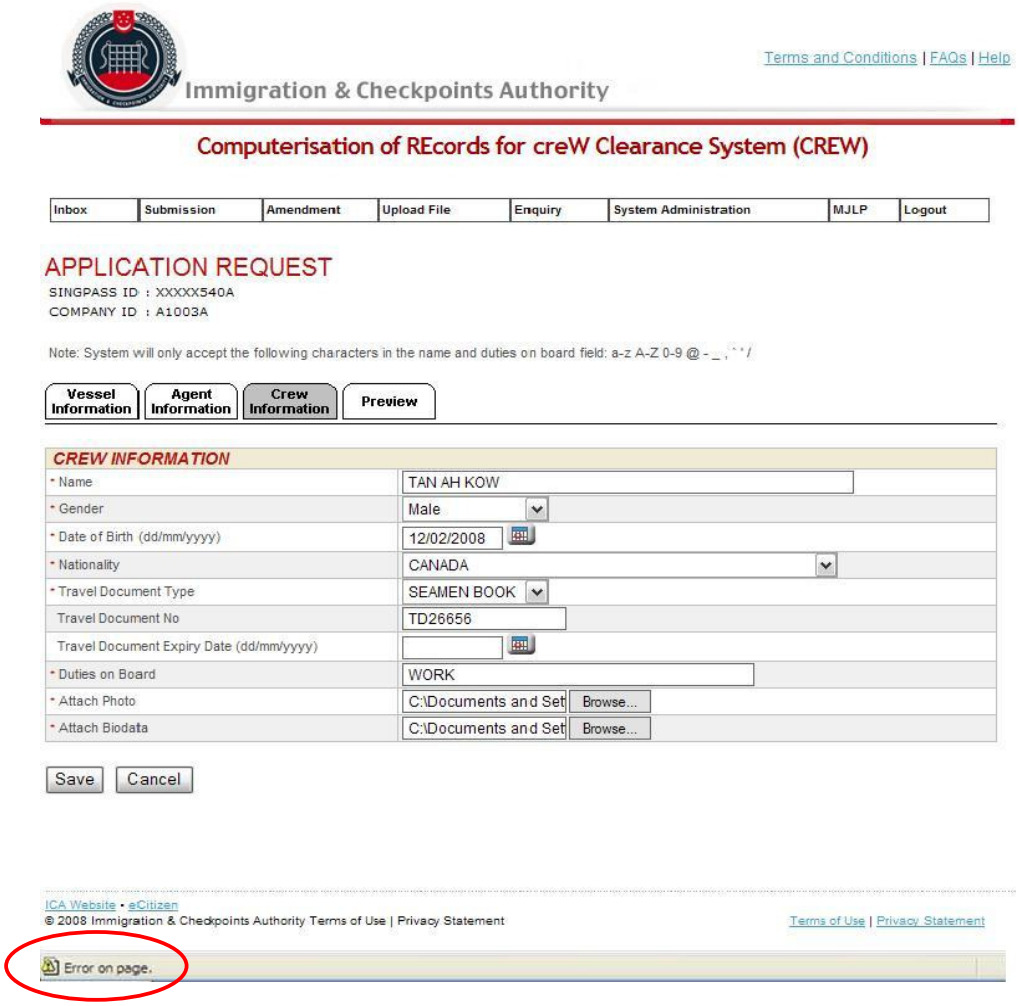
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

1.3.2 Error Encountered



Diagnosis: ActiveX not enabled
Solution : To refer to Step 3(B) in Section 0

Error B:

(a) "Processing in progress. Please wait…" for more than five minutes but nothing happens.
(b) "Your session with SingPass has Timed-out" error message.
(c) Login and Cancel button remain dimmed on the SingPass login page.

Diagnosis: JVM not installed or not correctly installed on PC
Solution : To refer to Step 4 in Section 0

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Error C:
(a) "We are unable to process your request. Please make sure that Java is enabled and applet is initialized" error message.

Diagnosis: Lower JRE version is installed on your PC
Solution : To refer to Step 5 in Section 0

1.4 Convention

This manual uses the following conventions:

- '*' next to a field to show that the field is a mandatory field.
- [BUTTON NAME] to show it is a button.

The following format is used by the CREW system:

- DD/MM/YYYY as a Date Format
- HHMM (24 hr) as a Time Format

Application Reference Numbers are in the following format
XXYYYYMMDDnnnn
XX = 2 alphabet transaction code
YYYYMMDD = date of submission
nnnn = 4 digit running number

XX denotes the following:

- MJ – New or Renewal Application
- MT – Transfer Application
- MC – Cancellation Application

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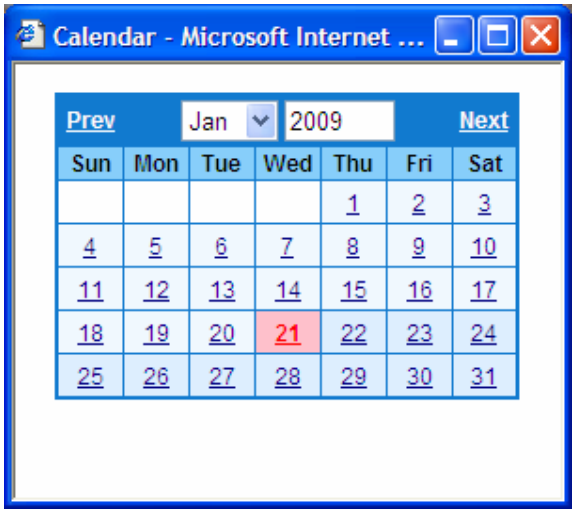
1.5 General Navigation

1.5.1 Calender Pop-ups

In many screens there are pop-up calenders to assist you to select the date.



The current date will be highlighted in RED.

Clicking on the PREV and NEXT link will bring up the previous or next month dates.

To change the year, you must key in the year in the box and hit the enter key to refresh the dates.

To change the month, you can click on the drop down list to select the month that you want, the dates will refresh accordingly.

Click on the day will populate that date to the field in crew.

Alternatively users may key direct into the date field in correct format.

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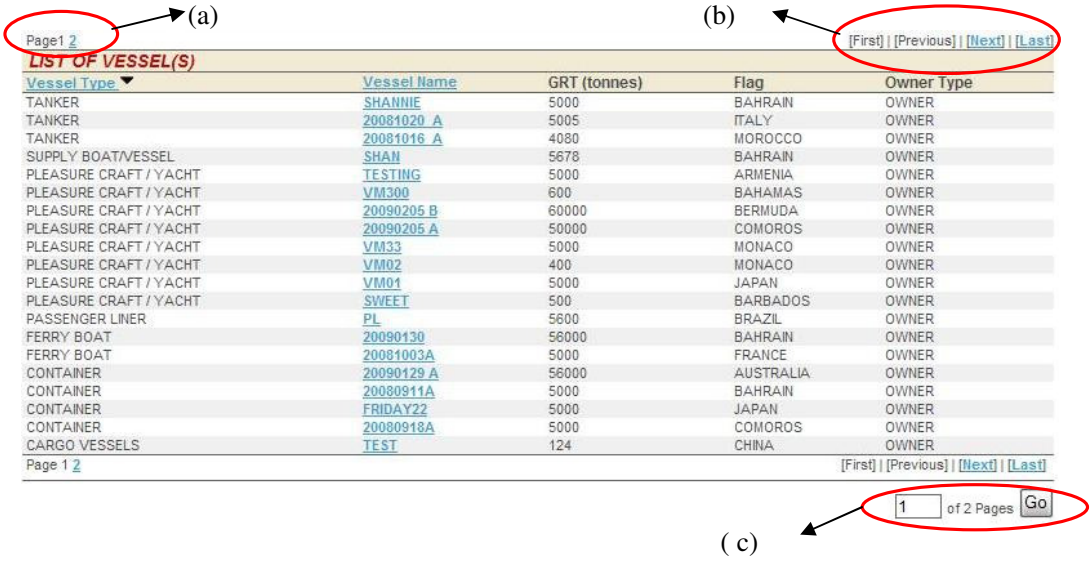
1.5.2 Pagination

In many screens there will be list that may contain more than 20 rows. Currently most of the lists being displayed are limited to 20 rows per page. There are a few ways to navigate through this as illustrated below.


(a)
(b)
Page1 2
[First] | [Previous] | [Next] | [Last]
LIST OF VESSEL(S)
Vessel Type
Vessel Name
GRT (tonnes)
Flag
Owner Type
TANKER SHANNIE 5000 BAHRAIN OWNER
TANKER 20081020_A 5005 ITALY OWNER
TANKER 20081016_A 4080 MOROCCO OWNER
SUPPLY BOAT/VESSEL SHAN 5678 BAHRAIN OWNER
PLEASURE CRAFT / YACHT TESTING 5000 ARMENIA OWNER
PLEASURE CRAFT / YACHT VM300 600 BAHAMAS OWNER
PLEASURE CRAFT / YACHT 20090205 B 60000 BERMUDA OWNER
PLEASURE CRAFT / YACHT 20090205 A 50000 COMOROS OWNER
PLEASURE CRAFT / YACHT VM33 5000 MONACO OWNER
PLEASURE CRAFT / YACHT VM02 400 MONACO OWNER
PLEASURE CRAFT / YACHT VM01 5000 JAPAN OWNER
PLEASURE CRAFT / YACHT SWEET 500 BARBADOS OWNER
PASSENGER LINER PL 5600 BRAZIL OWNER
FERRY BOAT 20090130 56000 BAHRAIN OWNER
FERRY BOAT 20081003A 5000 FRANCE OWNER
CONTAINER 20090129 A 56000 AUSTRALIA OWNER
CONTAINER 20080911A 5000 BAHRAIN OWNER
CONTAINER FRIDAY22 5000 JAPAN OWNER
CONTAINER 20080918A 5000 COMOROS OWNER
CARGO VESSELS TEST 124 CHINA OWNER
Page 1 2
[First] | [Previous] | [Next] | [Last]
1 of 2 Pages Go
(c)

(a) Use of the page numbers by clicking on the page that you want to go directly to.
(b) Use the [First], [Previous], [Next] or [Last] link to proceed to the first, next, previous or last page respectively.
(c) Key in the page in the box and click on **[Go]** to get to that page.

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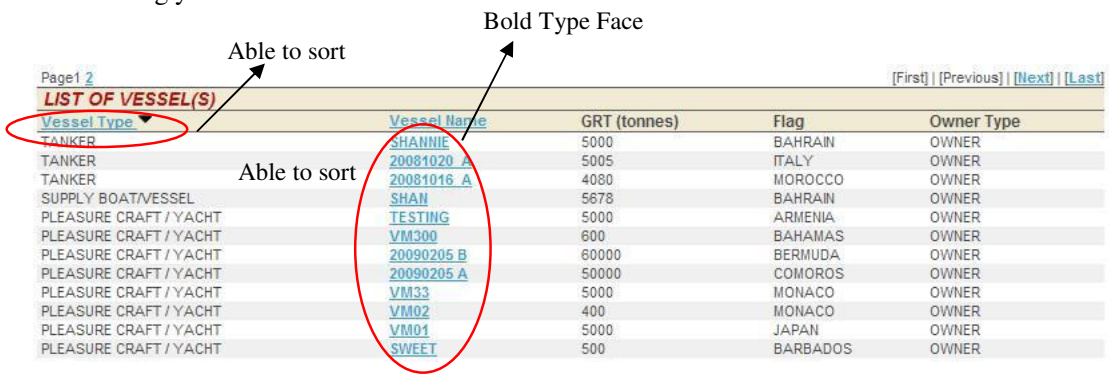
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

1.5.3 Sorting and Selecting

In order to select the record there will be a 'Bold Type Face' hyperlink on an item in the row. In the example given below it is the "Vessel Name" row, selecting on any of the vessels listed would bring you to the next screen..


Bold Type Face
Able to sort
Able to sort
Page1 2
[First] | [Previous] | [Next] | [Last]
LIST OF VESSEL(S)
Vessel Type
Vessel Name
GRT (tonnes)
Flag
Owner Type
TANKER SHANNIE 5000 BAHRAIN OWNER
TANKER 20081020_A 5005 ITALY OWNER
TANKER 20081016_A 4080 MOROCCO OWNER
SUPPLY BOAT/VESSEL SHAN 5678 BAHRAIN OWNER
PLEASURE CRAFT / YACHT TESTING 5000 ARMENIA OWNER
PLEASURE CRAFT / YACHT VM300 600 BAHAMAS OWNER
PLEASURE CRAFT / YACHT 20090205 B 60000 BERMUDA OWNER
PLEASURE CRAFT / YACHT 20090205 A 50000 COMOROS OWNER
PLEASURE CRAFT / YACHT VM33 5000 MONACO OWNER
PLEASURE CRAFT / YACHT VM02 400 MONACO OWNER
PLEASURE CRAFT / YACHT VM01 5000 JAPAN OWNER
PLEASURE CRAFT / YACHT SWEET 500 BARBADOS OWNER

Any item name that is 'Bold' would allow you to sort the row. Click on the item name to sort the row. A 'down arrow' would mean sorted in descending order. An 'up arrow' would mean sorted in ascending order. In the example above the Vessel Type row is sorted in descending order.

1.5.4 File Extensions

There are 2 different sets for files that are being used for upload via the CREW system.

(A) Attachment of files via batch mode

For this attachment there will be a need to save the MS Excel file into a .csv format before attaching the file to CREW system for processing. File format must strictly follow the templates designed for each application.

You may refer to the following link in CREW Frontend Welcome Page to download the template for MJLP applications :-

- Codes and Excel File Templates

(B) Attachment of images.

All images must be attached as .jpg format. Images in .bmp format will be rejected.

For photo images, the maximum size allowed in 60 KB.
For scan images of bio-data documents, the maximum size allowed is 200 KB.

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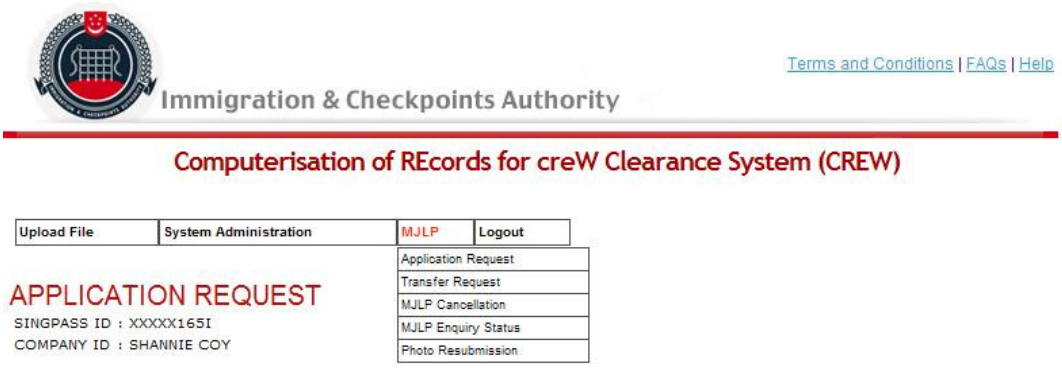
2. FUNCTIONS

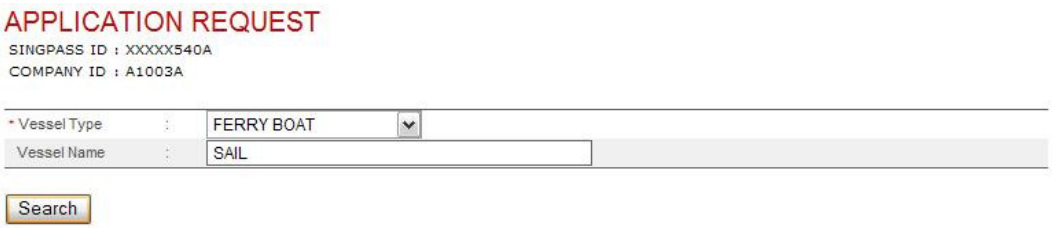
2.1 Application Request

The module allows the shipping agents to apply or renew MJLP Sticker for crew within a vessel.

The Application Request module is found by moving the mouse over the MJLP menu item and click on **[Application Request].**



Select the Vessel Type, which is a compulsory field from the drop down. If the vessel name is known, key in the vessel name in the Vessel Name field and click **[Search]**.



If only a partial name of the vessel is known then key in the partial name and the system will retrieve all vessels starting with that vessel name and vessel type.

E.g. Vessel Type is ‘FERRY BOAT’ & Vessel Name keyed in is ‘SAIL’

System will retrieve FERRY BOAT with vessel names starting with “SAIL” under that company.

If vessel name is not known, you can leave it blank and the system will retrieve all vessels under that company and belong to the vessel type that you have selected.

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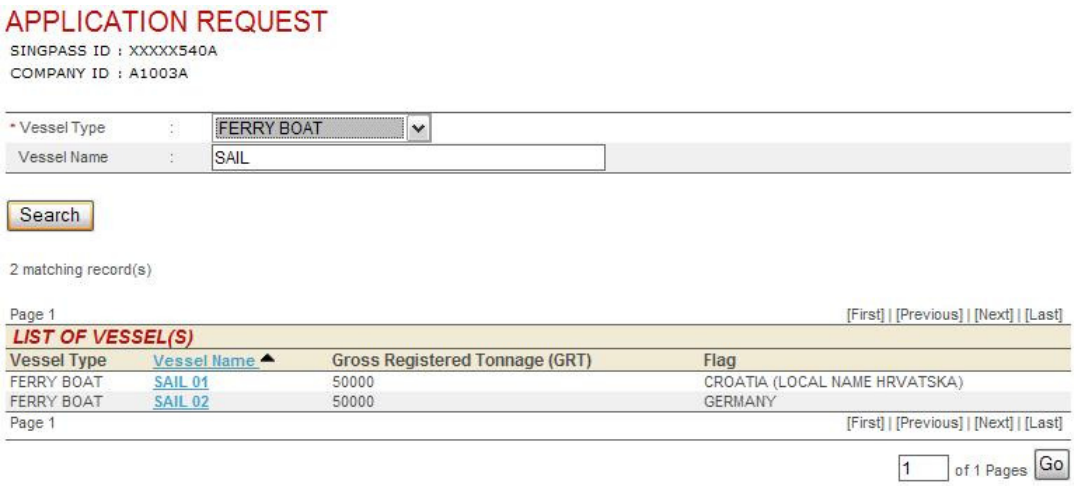
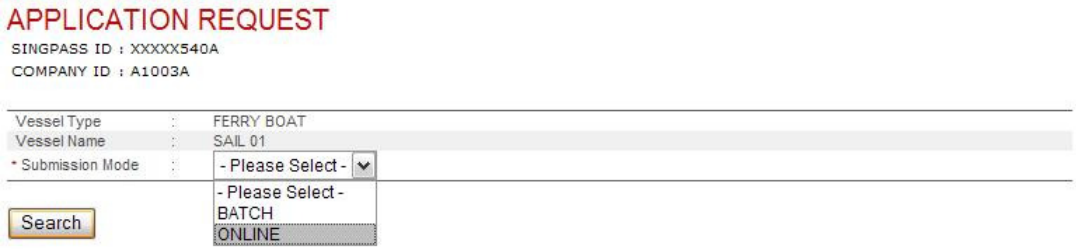
The search result will retrieve the list of vessels that correspond to the search criteria you submitted.


APPLICATION REQUEST
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
* Vessel Type : FERRY BOAT
Vessel Name : SAIL
Search
2 matching record(s)
Page 1 [First] | [Previous] | [Next] | [Last]
LIST OF VESSEL(S)
Vessel Type Vessel Name Gross Registered Tonnage (GRT) Flag
FERRY BOAT SAIL 01 50000 CROATIA (LOCAL NAME HRVATSKA)
FERRY BOAT SAIL 02 50000 GERMANY
Page 1 [First] | [Previous] | [Next] | [Last]
1 of 1 Pages Go

Select the vessel you want by clicking on the Vessel's *Name* in the list. You will be shown the next screen to select the submission mode.



Select the *Submission Mode* from the drop down list and click on **[Search]** to create a new application.

The 2 submission modes are Batch and Online.

Batch Mode:- is applicable for both Passenger Liner and Ferry Boat

Online Mode:- is applicable for Ferry Boat only.

The next part of the guide will deal with the Online and Batch submissions.

2.1.1 Application Request – Online Submission

The following Application Request screen will appear with 4 tabs. The first tab to be seen is the Vessel Information.

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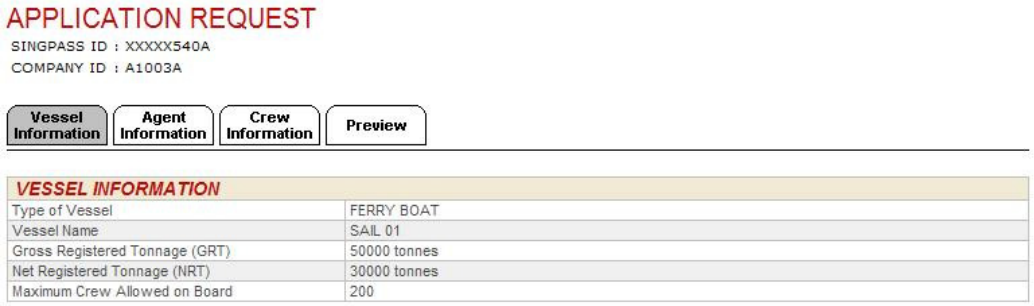
Vessel Information Tab

This will be the first tab that will be seen when applying for an Application Request.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.


APPLICATION REQUEST

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Vessel Information | Agent Information | Crew Information | Preview

VESSEL INFORMATION	
Type of Vessel	FERRY BOAT
Vessel Name	SAIL 01
Gross Registered Tonnage (GRT)	50000 tonnes
Net Registered Tonnage (NRT)	30000 tonnes
Maximum Crew Allowed on Board	200

Agent Information Tab

Click on the Agent Information Tab.

The agent who log into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application..

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). If you do not wish to be notified by SMS, then uncheck the box.

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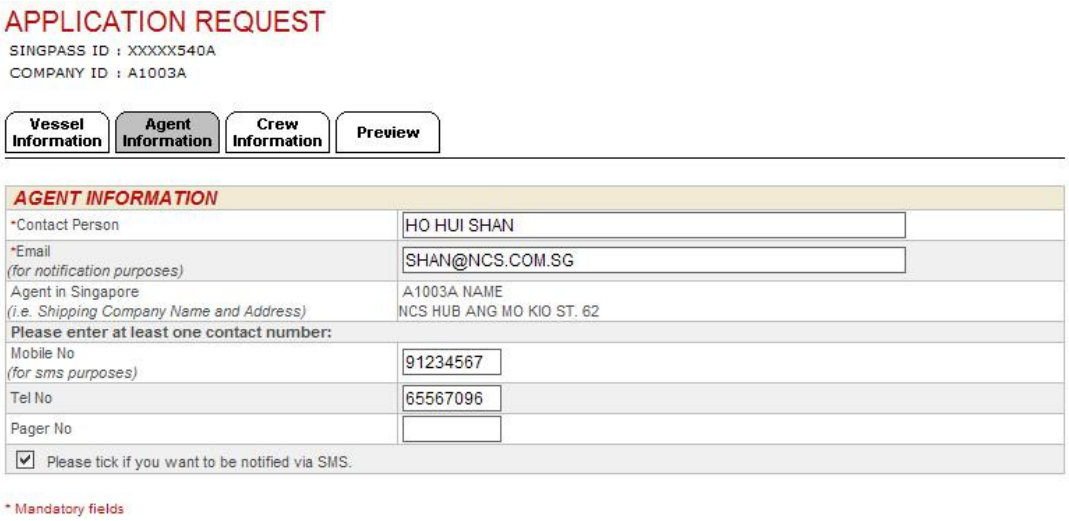
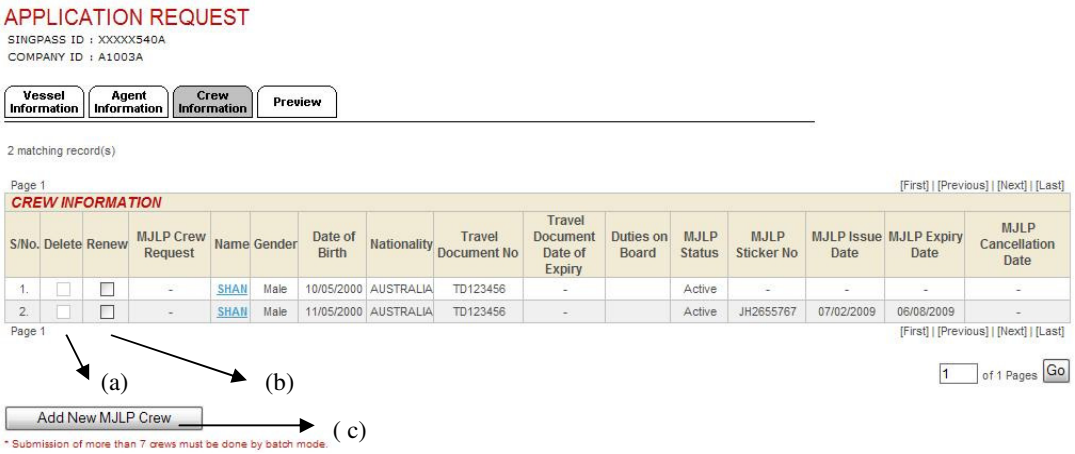
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.



Crew Information Tab

Click on Crew Information Tab

Crew information such as Name, Gender, Date of Birth, Nationality, Travel Document's Date of Expiry, Duties on Board and MJLP Sticker details will be displayed


APPLICATION REQUEST
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
Vessel Information
Agent Information
Crew Information
Preview
2 matching record(s)
Page 1
[First] | [Previous] | [Next] | [Last]
CREW INFORMATION
S/No. Delete Renew MJLP Crew Request Name Gender Date of Birth Nationality Travel Document No Travel Document Date of Expiry Duties on Board MJLP Status MJLP Sticker No MJLP Issue Date MJLP Expiry Date MJLP Cancellation Date
1. - SHAN Male 10/05/2000 AUSTRALIA TD123456 - Active - - - -
2. - SHAN Male 11/05/2000 AUSTRALIA TD123456 - Active JH2655767 07/02/2009 06/08/2009 -
Page 1
[First] | [Previous] | [Next] | [Last]
(a)
(b)
1 of 1 Pages Go
Add New MJLP Crew
(c)
* Submission of more than 7 crews must be done by batch mode.

(a) To delete a newly added crew, check on the checkbox under Delete column.

(b) To renew existing MJLP crew, check on the checkbox under Renew column. You may click on the Name hyperlink to update the details of the crew.

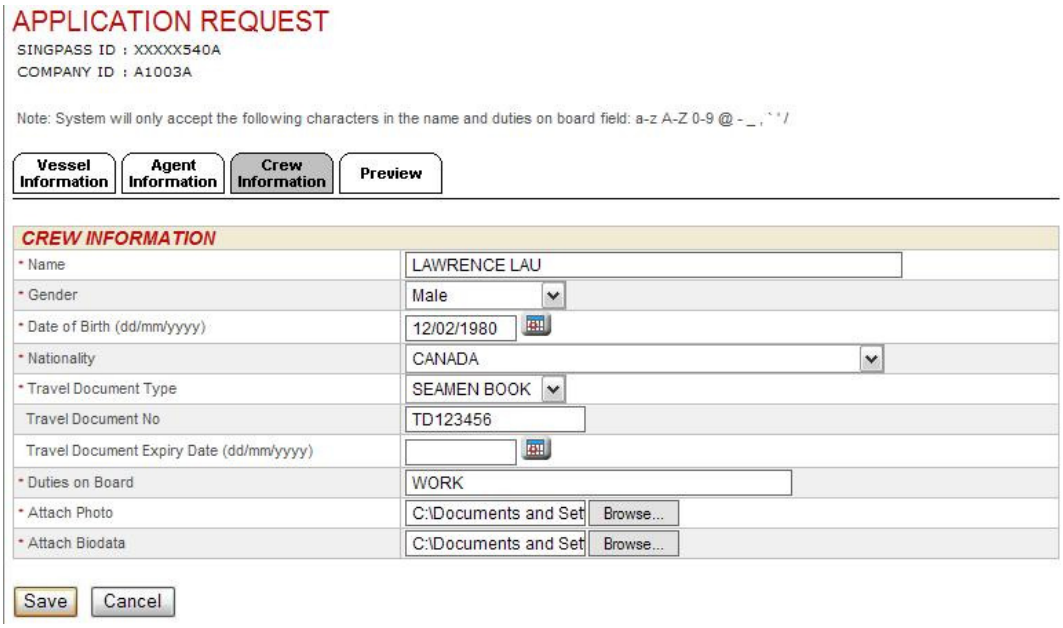
(c) To add in a new crew, click on **[Add New MJLP Crew]**

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

You are required to key in all the mandatory fields which is indicated by an asterix (*).

Below are the fields that will be displayed in the screen.

Field Name	Mandatory
Name	Yes
Gender	Yes
Date of Birth	Yes
Nationality	Yes
TD Document Type	Yes
TD Number	Yes
TD Document Expiry Date	Require if TD Document Type is Passport
Duties on Board	Yes
Attach Photo	Yes
Attach Bio-data	Yes



Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information that you have entered in all the previous tabs.

Caution:
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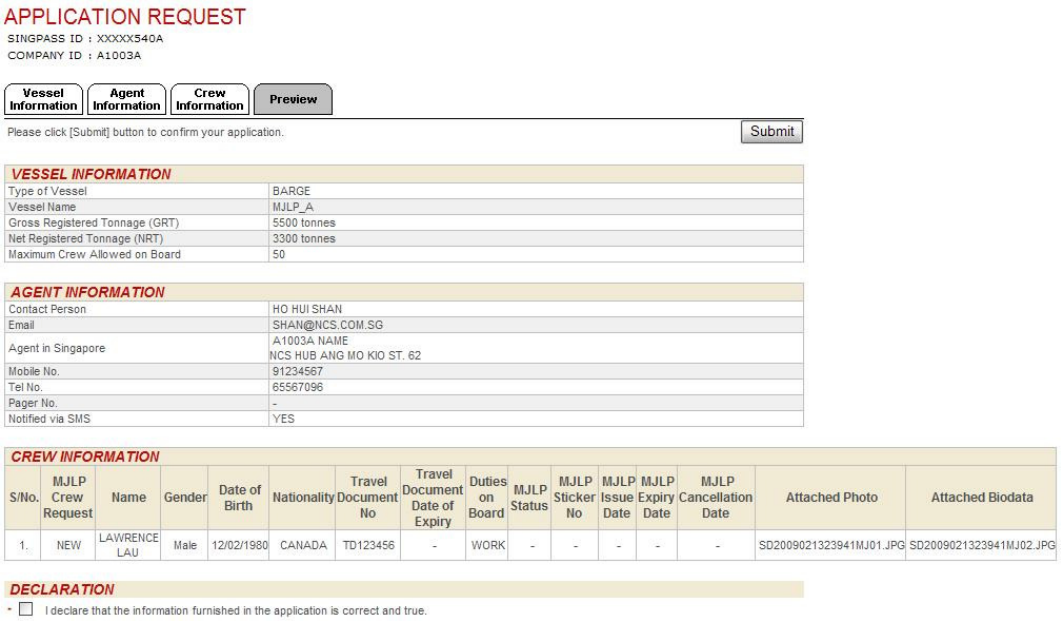
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

If there are any changes, you can click on the respective tab and make the necessary corrections before returning back to the preview tab to view the details again. Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the **[Submit]** button



APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information | Agent Information | Crew Information | Preview

Please click [Submit] button to confirm your application. Submit

VESSEL INFORMATION

Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

AGENT INFORMATION

Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME NCS HUB ANG MO KIO ST. 62
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	YES

CREW INFORMATION

S/No.	MJLP Crew Request	Name	Gender	Date of Birth	Nationality	Travel Document No	Travel Document Date of Expiry	Duties on Board	MJLP Status	MJLP Sticker No	MJLP Issue Date	MJLP Expiry Date	MJLP Cancellation Date	Attached Photo	Attached Biodata
1.	NEW	LAWRENCE LAU	Male	12/02/1980	CANADA	TD123456	-	WORK	-	-	-	-	-	SD2009021323941MJ01.JPG	SD2009021323941MJ02.JPG

DECLARATION

* ☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the MJLP Application Reference Number (e.g. MJYYYYMMDDnnnn). You can print this page for future reference.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Your application has been submitted successfully on **13/02/2009 19:28:27**

Your application reference number is **MJ200902136160**.
Please print this screen for reference and take note of the above application reference number.

You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

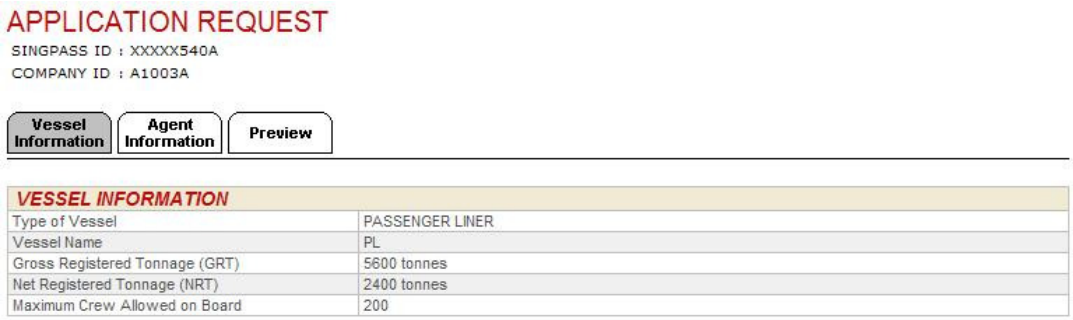
2.1.2 Application Request – Batch Mode

The following Application Request screen will appear with 3 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

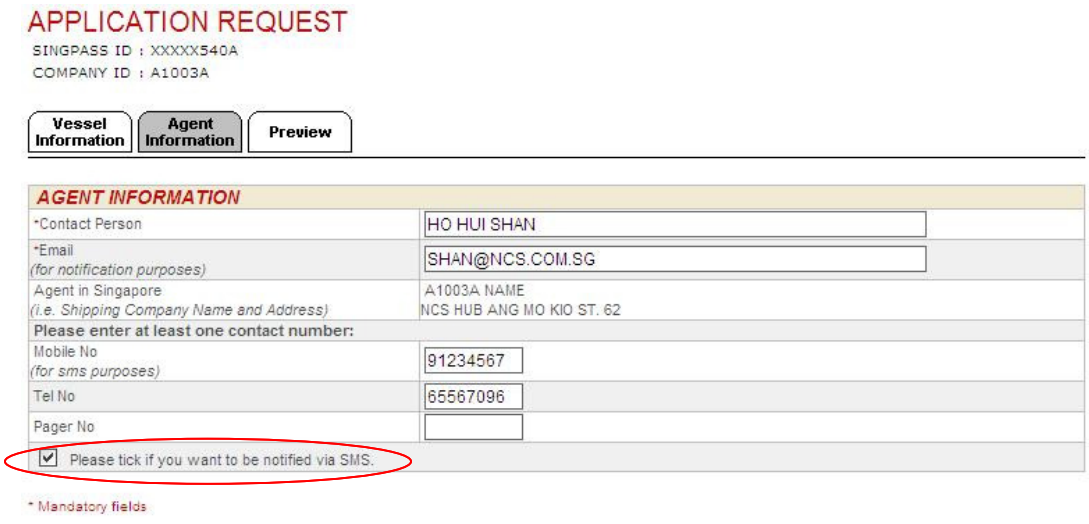


Agent Information Tab

Click on the Agent Information Tab.

The agent who log into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application..

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). If you do not wish to be notified by SMS, then uncheck the box.



Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information of the application.

To insert the crew list for the vessel, click on **[Browse]** and attach a csv file template specifically designed for MJLP application and populated with crew details.

Once you are satisfied that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the **[Submit]** button

If the application is submitted successfully, a confirmation page will be displayed with the MJLP Application Reference Number. You can print this page for future reference.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

APPLICATION REQUEST
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
Your application has been submitted successfully on 16/02/2009 19:54:39
Your application reference number is MJ200902166164.
Please print this screen for reference and take note of the above application reference number.
You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

If any errors are generated while processing the file, an email will be sent to the agent to inform him on the errors. Agent will have to fix the errors in the csv file attached and upload the file again via **[Upload File]** module found in menu item.

2.2 Transfer Request

The module allows the shipping agent to request to transfer an active MJLP holder from one vessel to another. Both vessel doing the transfer must be from the same company.

The Transfer Request module is found by moving the mouse over the MJLP menu item and click on **[Transfer Request].**

Select the Vessel Type, which is a compulsory field from the drop down. If the vessel name is known, key in the vessel name in the Vessel Name field and click **[Search]**.

If only a partial name of the vessel is known then key in the partial name and the system will retrieve all vessels starting with that vessel name and vessel type.

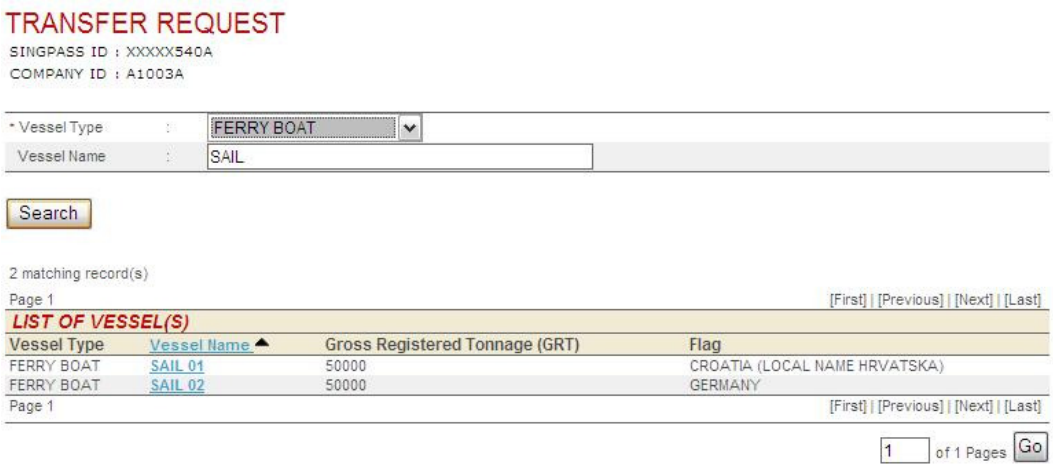
Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

E.g. Vessel Type is 'FERRY BOAT' & Vessel Name keyed in is 'SAIL'

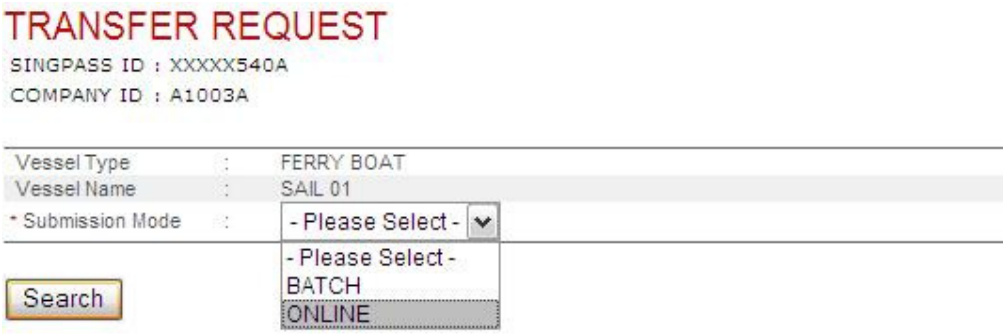
System will retrieve FERRY BOAT with vessel names starting with "SAIL" under that company.

If vessel name is not known you can leave it blank and the system will retrieve all vessels in the company from the vessel type that you selected.

The search result will retrieve the list of vessels that correspond to the search criteria you submitted.


TRANSFER REQUEST
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
* Vessel Type : FERRY BOAT
Vessel Name : SAIL
Search
2 matching record(s)
Page 1 [First] | [Previous] | [Next] | [Last]
LIST OF VESSEL(S)
Vessel Type | Vessel Name | Gross Registered Tonnage (GRT) | Flag
FERRY BOAT | SAIL 01 | 50000 | CROATIA (LOCAL NAME HRVATSKA)
FERRY BOAT | SAIL 02 | 50000 | GERMANY
Page 1 [First] | [Previous] | [Next] | [Last]
1 of 1 Pages Go

Select the vessel you want by clicking on the Vessel's *Name* in the list. You will be shown the next screen to select the submission mode.



Select the *Submission Mode* from the drop down list and click on **[Search]** to proceed.

The next part of the guide will deal with the Online and Batch submissions.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

2.2.1 Transfer Request – Online Submission

The following Transfer Request screen appears with 4 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

This will be the first tab that will be seen when applying for a Transfer Request.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

It is mandatory to enter the vessel type and name to be transferred to and when the transfer will take effect. The vessel to be transferred to must be from same company.

All mandatory details as indicated by the asterix (*) in the vessel information tab must be filled in.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Vessel Information | Agent Information | Crew Information | Preview

VESSEL INFORMATION	
Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

Agent Information Tab

Click on the Agent Information Tab.

The agent who log into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). If you do not wish to be notified by SMS, then uncheck the box.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

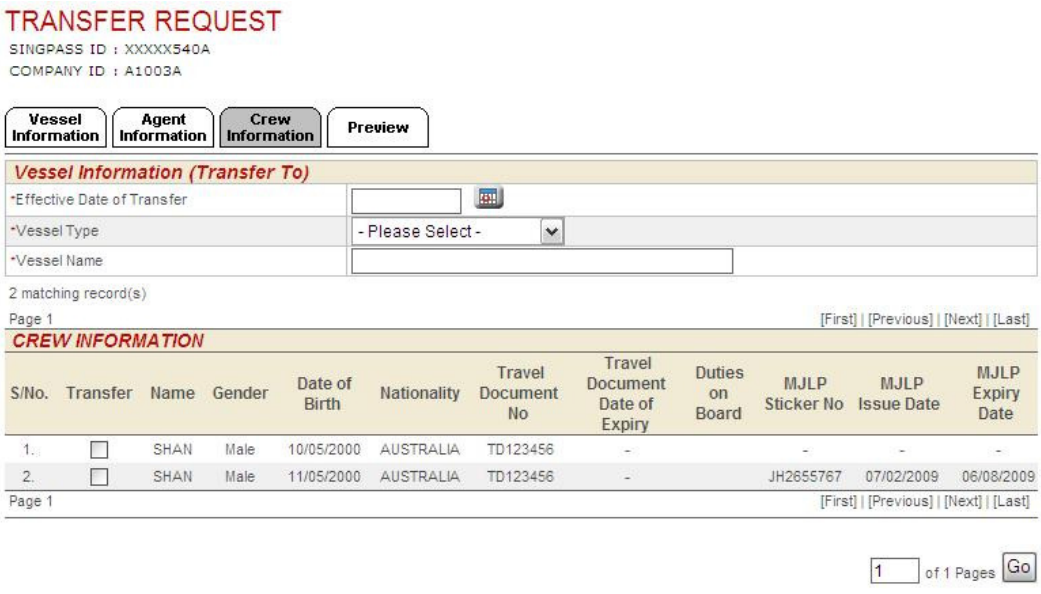
Crew Information Tab

Click on Crew Information Tab

A list of crew holding active MJLP Sticker and belong to the selected vessel will be displayed.

Crew information such as Name, Gender, Date of Birth, Nationality, Travel Document Number, Travel Document's Date of Expiry, Duties on Board and MJLP Sticker details will be displayed.

Check on the Transfer checkbox to transfer the selected crew.


TRANSFER REQUEST
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
Vessel Information
Agent Information
Crew Information
Preview
Vessel Information (Transfer To)
*Effective Date of Transfer
*Vessel Type
- Please Select -
*Vessel Name
2 matching record(s)
Page 1
[First] | [Previous] | [Next] | [Last]
CREW INFORMATION
S/No. Transfer Name Gender Date of Birth Nationality Travel Document No Travel Document Date of Expiry Duties on Board MJLP Sticker No MJLP Issue Date MJLP Expiry Date
1. SHAN Male 10/05/2000 AUSTRALIA TD123456 - - - -
2. SHAN Male 11/05/2009 AUSTRALIA TD123456 - JH2655767 07/02/2009 06/08/2009
Page 1
[First] | [Previous] | [Next] | [Last]
1 of 1 Pages Go

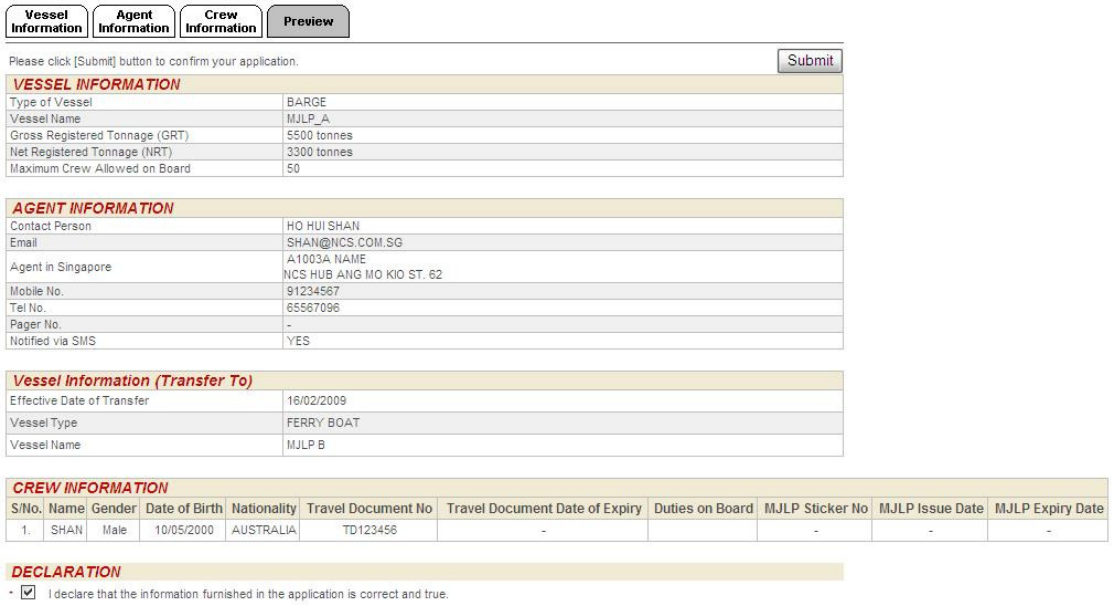
Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information that you have entered in all the previous tabs.

If there are any changes, you can click on the respective tab and make the necessary corrections before returning back to the preview tab to view the details again. Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the **[Submit]** button


Vessel Information | Agent Information | Crew Information | Preview

Please click [Submit] button to confirm your application. Submit

VESSEL INFORMATION

Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

AGENT INFORMATION

Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME NCS HUB ANG MO KIO ST. 62
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	YES

Vessel Information (Transfer To)

Effective Date of Transfer	16/02/2009
Vessel Type	FERRY BOAT
Vessel Name	MJLP B

CREW INFORMATION

S/No.	Name	Gender	Date of Birth	Nationality	Travel Document No	Travel Document Date of Expiry	Duties on Board	MJLP Sticker No	MJLP Issue Date	MJLP Expiry Date
1.	SHAN	Male	10/05/2000	AUSTRALIA	TD123456	-		-	-	-

DECLARATION

* ☑ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the Transfer Application Reference Number (e.g. MTYYYYMMDDnnnn). You can print this page for future reference.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

TRANSFER REQUEST
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Your application has been submitted successfully on **16/02/2009 20:20:03**

Your application reference number is **MT200902166165**.
Please print this screen for reference and take note of the above application reference number.

You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

2.2.2 Transfer Request – Batch Submission

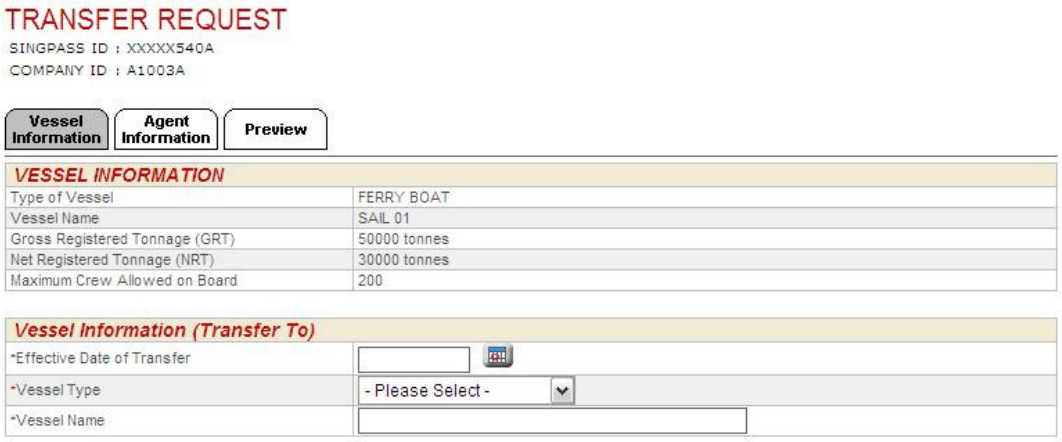
The following Application Request screen will appear with 3 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

It is mandatory to enter the vessel type and name to be transferred to and when the transfer will take effect. The vessel to be transferred to must be from same company.

All mandatory details as indicated by the asterix(*) in the vessel information tab must be filled in.


TRANSFER REQUEST
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information | Agent Information | Preview

VESSEL INFORMATION	
Type of Vessel	FERRY BOAT
Vessel Name	SAIL 01
Gross Registered Tonnage (GRT)	50000 tonnes
Net Registered Tonnage (NRT)	30000 tonnes
Maximum Crew Allowed on Board	200

Vessel Information (Transfer To)	
*Effective Date of Transfer	
*Vessel Type	- Please Select -
*Vessel Name	

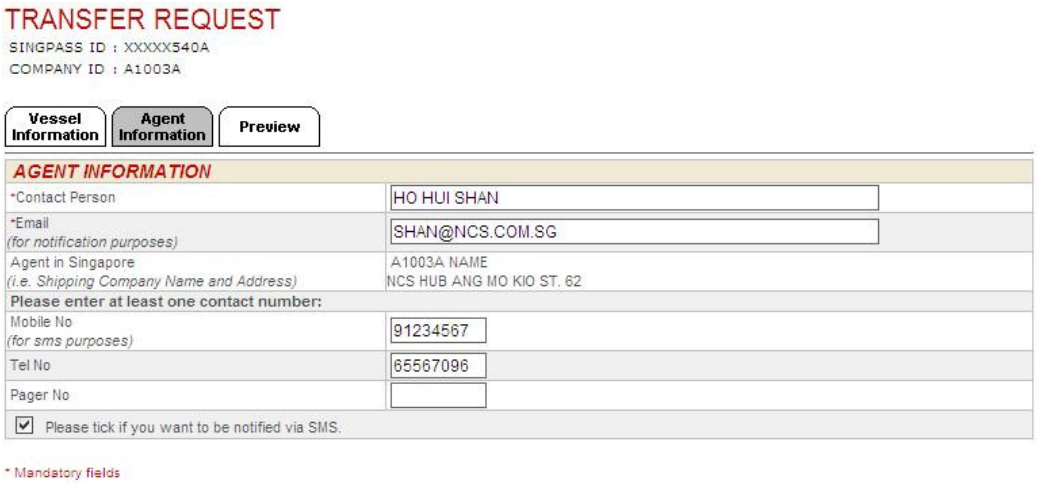
Agent Information Tab

Click on the Agent Information Tab.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

The agent who log into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). If you do not wish to be notified by SMS, then uncheck the box.


TRANSFER REQUEST

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Vessel Information | Agent Information | Preview

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email (for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore (i.e. Shipping Company Name and Address)	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No (for sms purposes)	91234567
Tel No	65567096
Pager No	

☑ Please tick if you want to be notified via SMS.

* Mandatory fields

Preview Tab

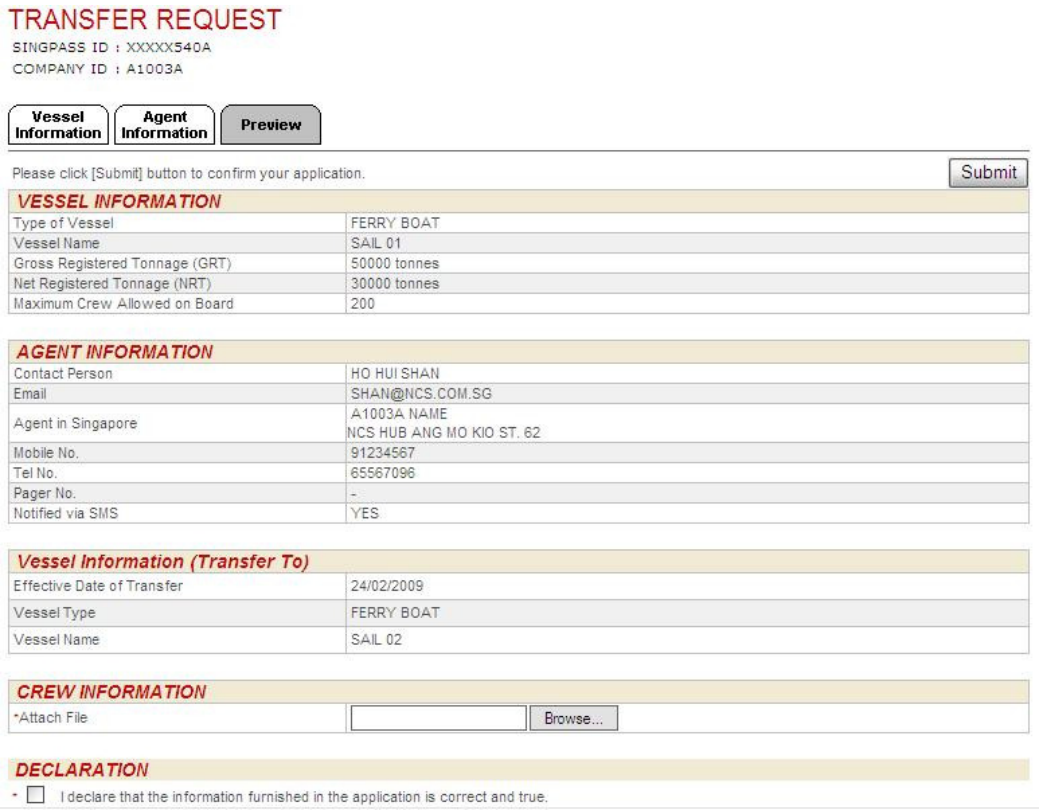
Click on Preview Tab.

This tab allows you to have a preview of the information of the application.

To insert the transferred crew list for the vessel, click on **[Browse]** and attach the CSV file with the crew details.

Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the **[Submit]** button.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.



TRANSFER REQUEST

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Vessel Information | Agent Information | Preview

Please click [Submit] button to confirm your application. Submit

VESSEL INFORMATION	
Type of Vessel	FERRY BOAT
Vessel Name	SAIL 01
Gross Registered Tonnage (GRT)	50000 tonnes
Net Registered Tonnage (NRT)	30000 tonnes
Maximum Crew Allowed on Board	200

AGENT INFORMATION	
Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME NCS HUB ANG MO KIO ST. 62
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	YES

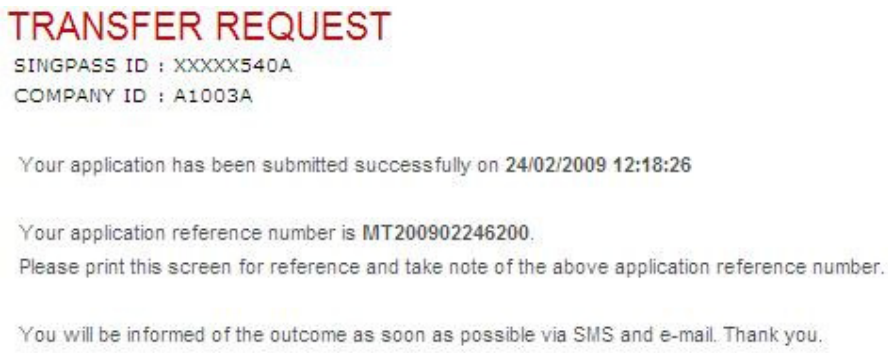
Vessel Information (Transfer To)	
Effective Date of Transfer	24/02/2009
Vessel Type	FERRY BOAT
Vessel Name	SAIL 02

CREW INFORMATION	
*Attach File	Browse...

DECLARATION

* ☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the Transfer Application Reference Number (e.g. MTYYYYMMDDnnnn). You can print this page for future reference.



TRANSFER REQUEST

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Your application has been submitted successfully on **24/02/2009 12:18:26**

Your application reference number is **MT200902246200**.

Please print this screen for reference and take note of the above application reference number.

You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

2.3 MJLP Cancellation

This module allows the shipping agent to cancel a crew active MJLP pass. Cancellation is done on a per crew basis.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

The MJLP Cancellation module is found by moving the mouse over the MJLP menu item and click on **[MJLP Cancellation].**

Select the Vessel Type, which is a compulsory field from the drop down. If the vessel name is known, key in the vessel name in the Vessel Name field and click **[Search]**.

If only a partial name of the vessel is known then key in the partial name and the system will retrieve all vessels starting with that vessel name and vessel type.

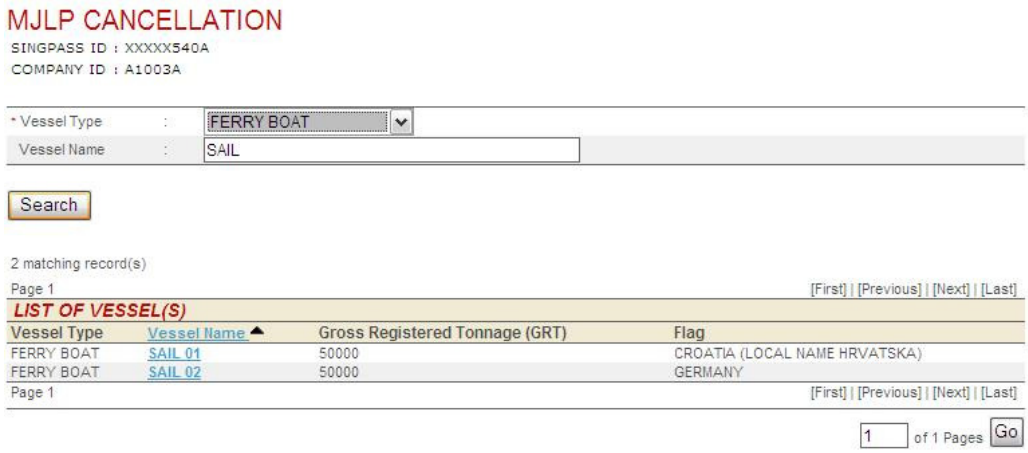
E.g. Vessel Type is 'FERRY BOAT' & Vessel Name keyed in is 'SAIL'

System will retrieve all FERRY BOAT with vessel names starting with "SAIL" under that company.

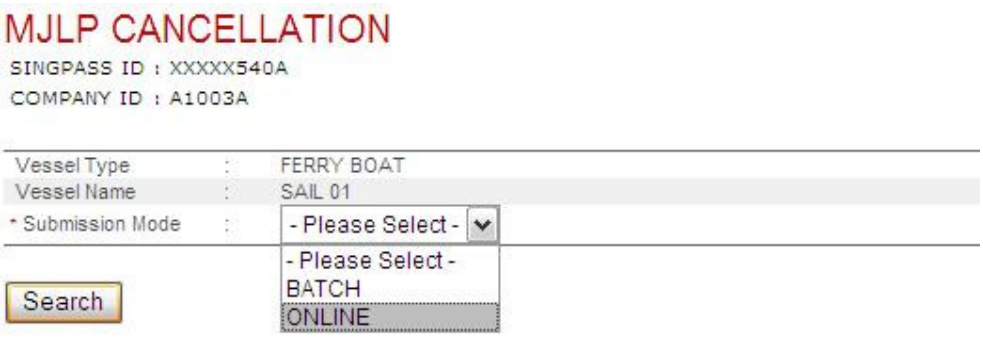
If vessel name is not known you can leave it blank and the system will retrieve all vessels from the vessel type that you selected.

The search result will retrieve the list of vessels that correspond to the search criteria you submitted.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.


MJLP CANCELLATION
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
* Vessel Type : FERRY BOAT
Vessel Name : SAIL
Search
2 matching record(s)
Page 1 [First] | [Previous] | [Next] | [Last]
LIST OF VESSEL(S)
Vessel Type Vessel Name Gross Registered Tonnage (GRT) Flag
FERRY BOAT SAIL 01 50000 CROATIA (LOCAL NAME HRVATSKA)
FERRY BOAT SAIL 02 50000 GERMANY
Page 1 [First] | [Previous] | [Next] | [Last]
1 of 1 Pages Go

Select the vessel you want by clicking on the Vessel's *Name* in the list. You will be shown the next screen to select the submission mode.



Select the *Submission Mode* from the drop down list and click on **[Search]** to proceed.

The next part of the guide will deal with the Online and Batch submissions.

2.3.1 MJLP Cancellation – Online Submission

The following MJLP Cancellation screen will appear with 4 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

This will be the first tab that will be seen when applying for an MJLP Cancellation.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Vessel Information | Agent Information | Crew Information | Preview

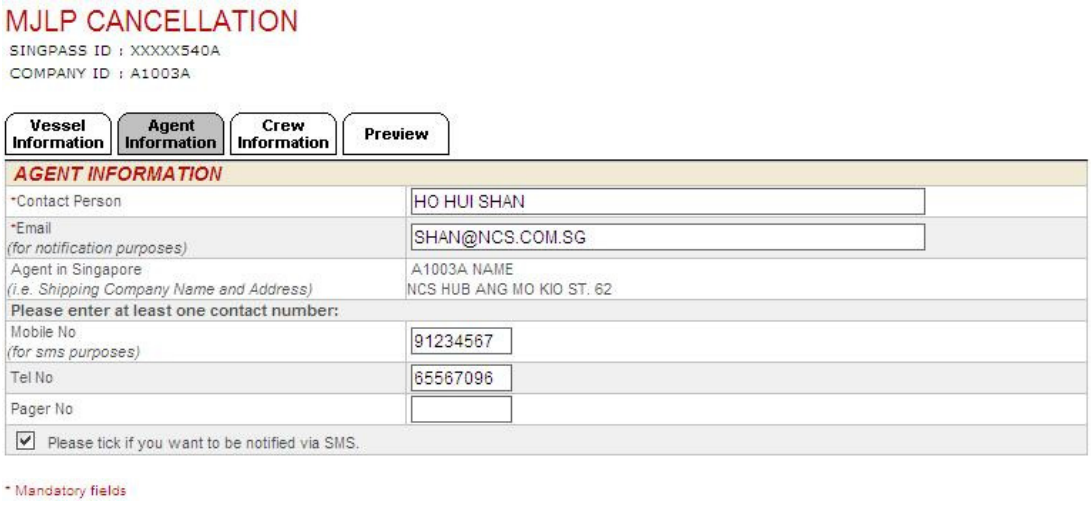
VESSEL INFORMATION	
Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

Agent Information Tab

Click on the Agent Information Tab.

The agent who log into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). If you do not wish to be notified by SMS, then uncheck the box.



MJLP CANCELLATION

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Vessel Information | Agent Information | Crew Information | Preview

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email *(for notification purposes)*	SHAN@NCS.COM.SG
Agent in Singapore *(i.e. Shipping Company Name and Address)*	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No *(for sms purposes)*	91234567
Tel No	65567096
Pager No	

☑ Please tick if you want to be notified via SMS.

* Mandatory fields

Crew Information Tab

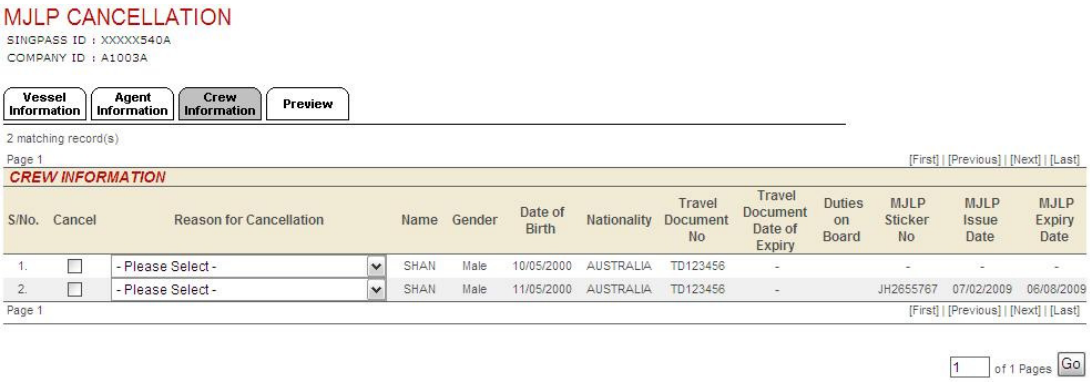
Click on Crew Information Tab.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

It will display a list of crew holding active MJLP Sticker and belong to the selected vessel.

Crew information such as Name, Gender, Date of Birth, Nationality, Travel Document's Date of Expiry, Duties on Board, and MJLP Sticker details will be displayed.

To cancel a particular crew, select the "Cancel" checkbox and select a reason for the cancellation.



MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information | Agent Information | Crew Information | Preview

2 matching record(s)

Page 1 [First] | [Previous] | [Next] | [Last]

CREW INFORMATION

S/No.	Cancel	Reason for Cancellation	Name	Gender	Date of Birth	Nationality	Travel Document No	Travel Document Date of Expiry	Duties on Board	MJLP Sticker No	MJLP Issue Date	MJLP Expiry Date
1.	☐	- Please Select -	SHAN	Male	10/05/2000	AUSTRALIA	TD123456	-		-	-	-
2.	☐	- Please Select -	SHAN	Male	11/05/2000	AUSTRALIA	TD123456	-		JH2655767	07/02/2009	06/08/2009

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages Go

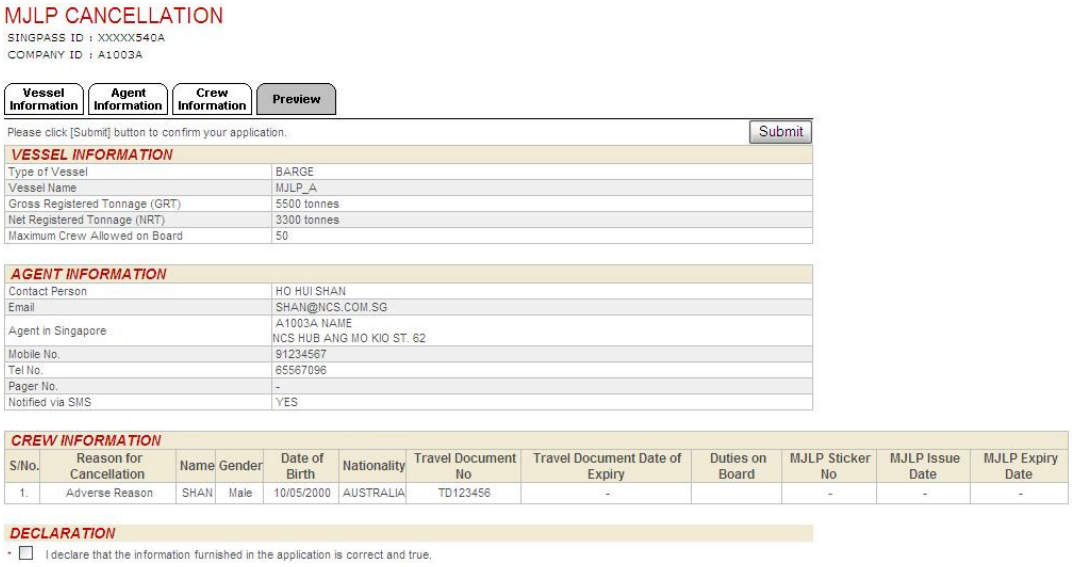
Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information that you have entered in all the previous tabs.

If there are any changes, you can click on the respective tab and make the necessary corrections before returning back to the preview tab to view the details again. Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the **[Submit]** button

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.



MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information | Agent Information | Crew Information | Preview

Please click [Submit] button to confirm your application. Submit

VESSEL INFORMATION

Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

AGENT INFORMATION

Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME NCS HUB ANG MO KIO ST. 62
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	YES

CREW INFORMATION

S/No.	Reason for Cancellation	Name	Gender	Date of Birth	Nationality	Travel Document No	Travel Document Date of Expiry	Duties on Board	MJLP Sticker No	MJLP Issue Date	MJLP Expiry Date
1.	Adverse Reason	SHAN	Male	10/05/2000	AUSTRALIA	TD123456	-		-	-	-

DECLARATION

* ☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the Cancellation Application Reference Number (e.g. MCYYYYMMDDnnnn). You can print this page for future reference.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Your application has been submitted successfully on **16/02/2009 20:38:35**
Your application reference number is **MC200902166166**.

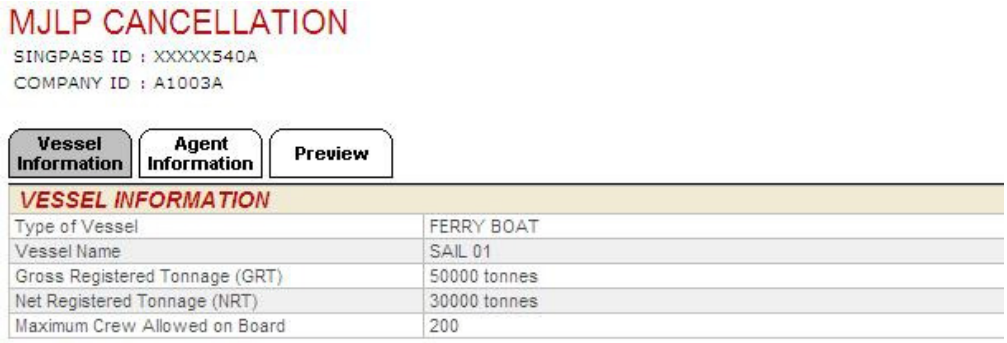
2.3.2 MJLP Cancellation – Batch Submission

The following MJLP Cancellation screen will appear with 3 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

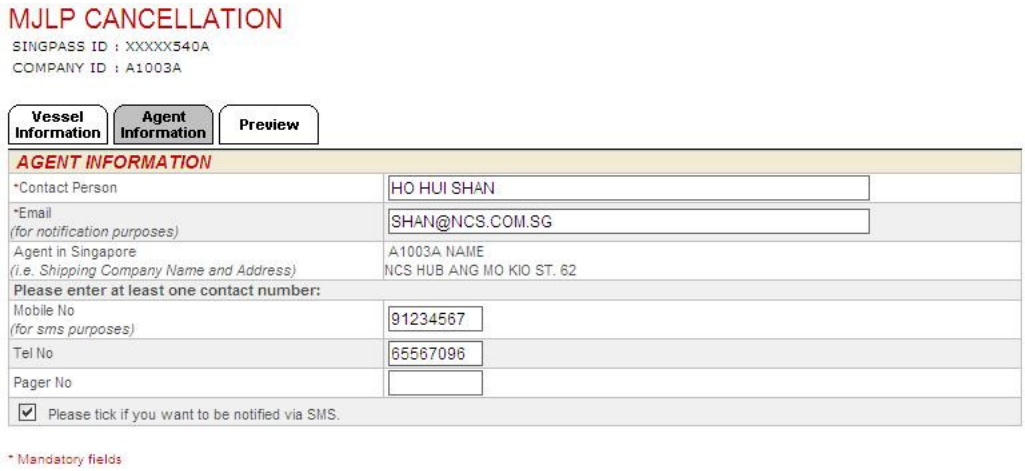


Agent Information Tab

Click on the Agent Information Tab.

The agent who log into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). If you do not wish to be notified by SMS, then uncheck the box.



Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information of the application.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

To insert the cancelled crew list for the vessel, click on **[Browse]** and attach a csv file with the crew details.

Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the **[Submit]** button.

If the application is submitted successfully, a confirmation page will be displayed with the Cancellation Application Reference Number (e.g. MCYYYYMMDDnnnn). You can print this page for future reference.

MJLP CANCELLATION
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
Your application has been submitted successfully on 24/02/2009 12:29:29
Your application reference number is MC200902246201.

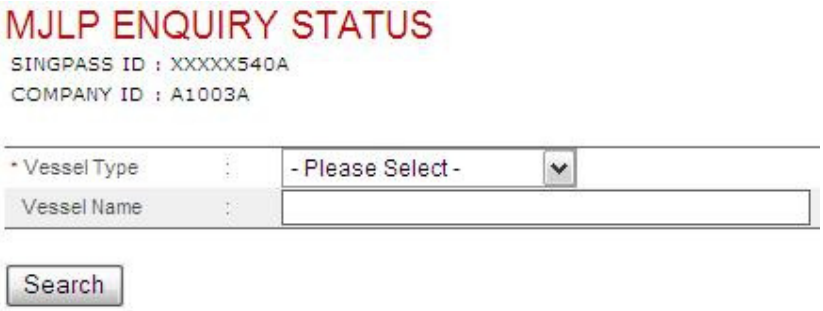
2.4 MJLP Enquiry Status

This module allows public to enquire on the application that is applied.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

The enquiry module is found by moving the mouse over the MJLP menu item and click on **[MJLP Enquiry Status].**

Select the Vessel Type, which is a compulsory field from the drop down. If the vessel name is known, key in the vessel name in the Vessel Name field and click **[Search]**.



If only a partial name of the vessel is known then key in the partial name and the system will retrieve all vessels starting with that vessel name and vessel type.

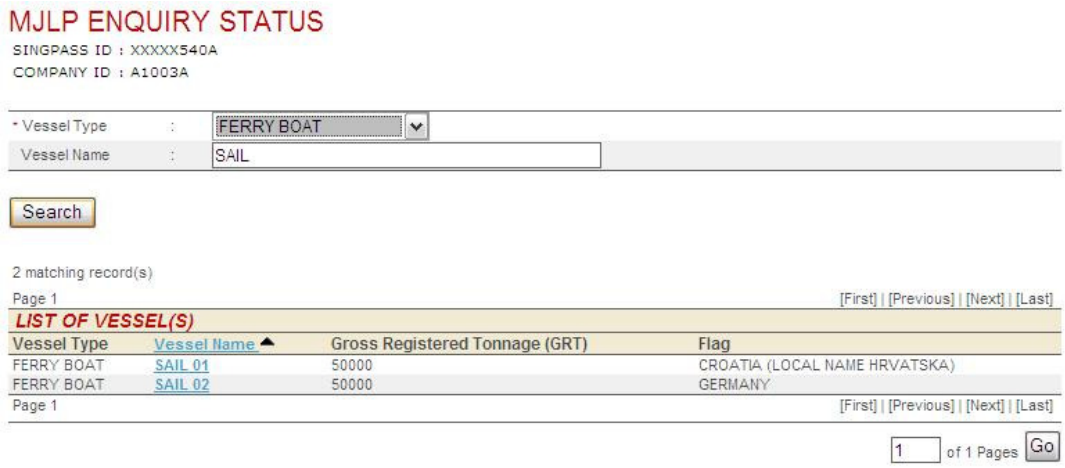
E.g. Vessel Type is 'FERRY BOAT' & Vessel Name keyed in is 'SAIL'

System will retrieve all FERRY BOAT and vessel names starting with "SAIL" under that company.

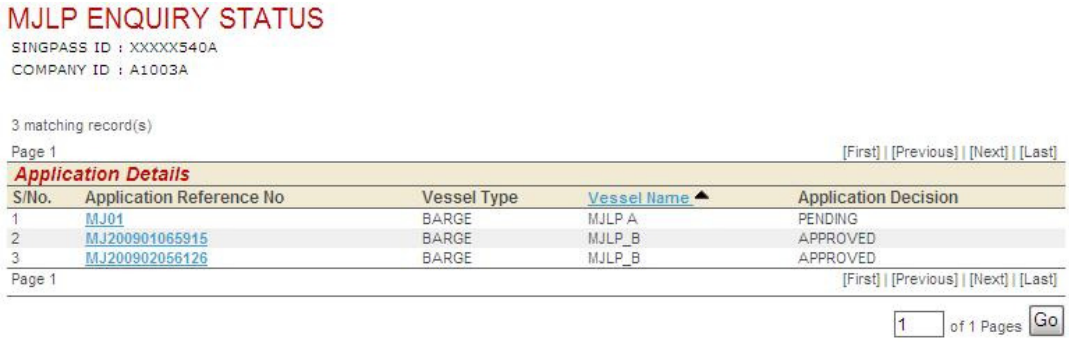
If vessel name is not known you can leave it blank and the system will retrieve all vessels from the vessel type that you selected.

The search result will retrieve the list of vessels that correspond to the search criteria you submitted.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.


MJLP ENQUIRY STATUS
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
* Vessel Type : FERRY BOAT
Vessel Name : SAIL
Search
2 matching record(s)
Page 1 [First] | [Previous] | [Next] | [Last]
LIST OF VESSEL(S)
Vessel Type Vessel Name Gross Registered Tonnage (GRT) Flag
FERRY BOAT SAIL 01 50000 CROATIA (LOCAL NAME HRVATSKA)
FERRY BOAT SAIL 02 50000 GERMANY
Page 1 [First] | [Previous] | [Next] | [Last]
1 of 1 Pages Go

Select the vessel you want by clicking on the Vessel's *Name* in the list. A list of application number will be displayed that is linked to the vessel selected.


MJLP ENQUIRY STATUS
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
3 matching record(s)
Page 1 [First] | [Previous] | [Next] | [Last]
Application Details
S/No. Application Reference No Vessel Type Vessel Name Application Decision
1 MJ01 BARGE MJLP A PENDING
2 MJ200901065915 BARGE MJLP_B APPROVED
3 MJ200902056126 BARGE MJLP_B APPROVED
Page 1 [First] | [Previous] | [Next] | [Last]
1 of 1 Pages Go

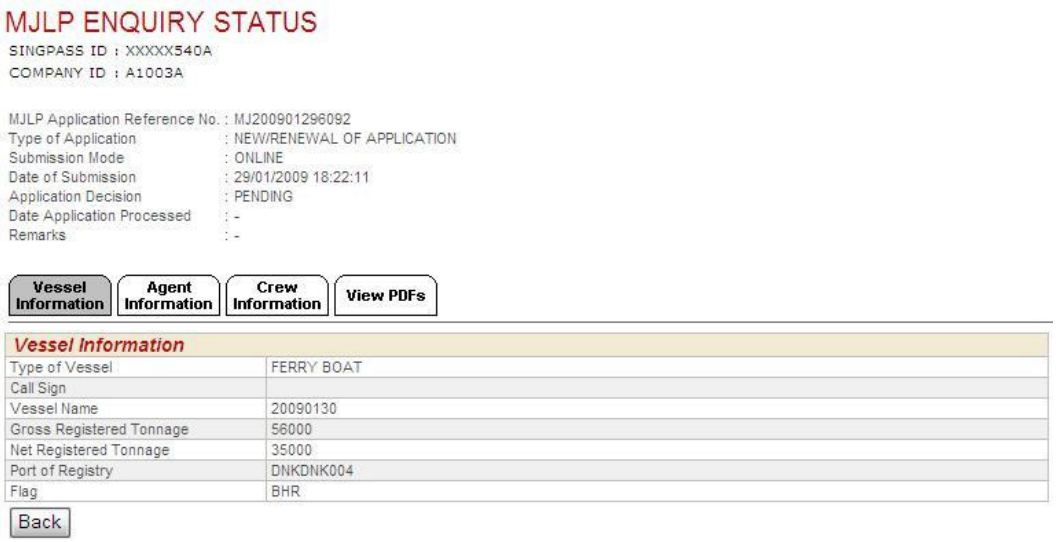
Select the application by clicking on the Application Reference No. Details of the application will be displayed.

Vessel Information Tab

This will be the first tab that will be seen when enquiring on application.

Information such as Type of Vessel, Call Sign, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT), Port of Registry and Flag will be displayed.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.



MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No.	: MJ200901296092
Type of Application	: NEW/RENEWAL OF APPLICATION
Submission Mode	: ONLINE
Date of Submission	: 29/01/2009 18:22:11
Application Decision	: PENDING
Date Application Processed	: -
Remarks	: -

Vessel Information | Agent Information | Crew Information | View PDFs

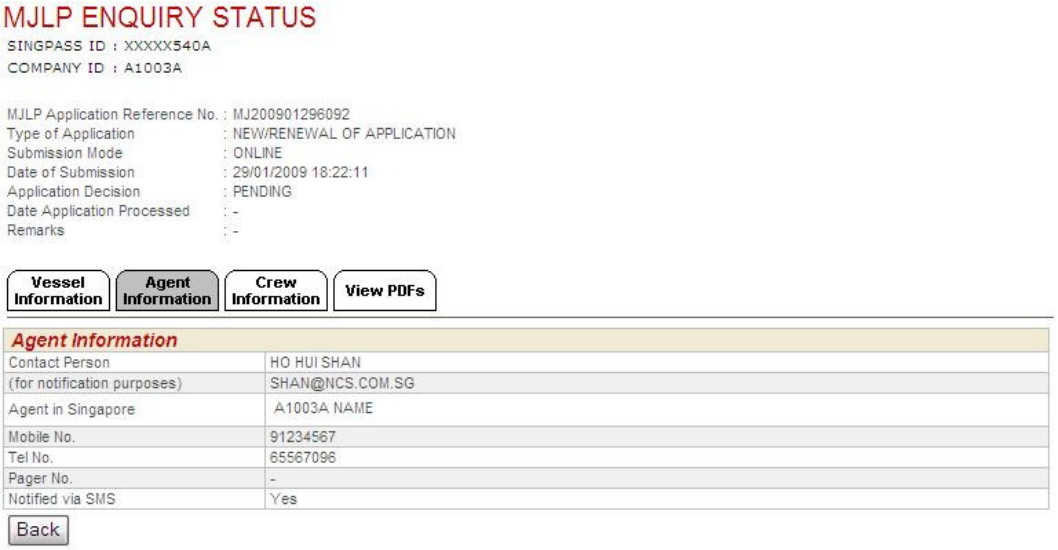
Vessel Information	
Type of Vessel	FERRY BOAT
Call Sign	
Vessel Name	20090130
Gross Registered Tonnage	56000
Net Registered Tonnage	35000
Port of Registry	DNKDNK004
Flag	BHR

Back

Agent Information Tab

Click on the Agent Information Tab.

Display Agent information's such as Contact Person, Agent in Singapore, Contact Number (Mobile, Telephone, and Pager), Email Address and Notified via SMS.



MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No.	: MJ200901296092
Type of Application	: NEW/RENEWAL OF APPLICATION
Submission Mode	: ONLINE
Date of Submission	: 29/01/2009 18:22:11
Application Decision	: PENDING
Date Application Processed	: -
Remarks	: -

Vessel Information | Agent Information | Crew Information | View PDFs

Agent Information	
Contact Person	HO HUI SHAN
(for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	Yes

Back

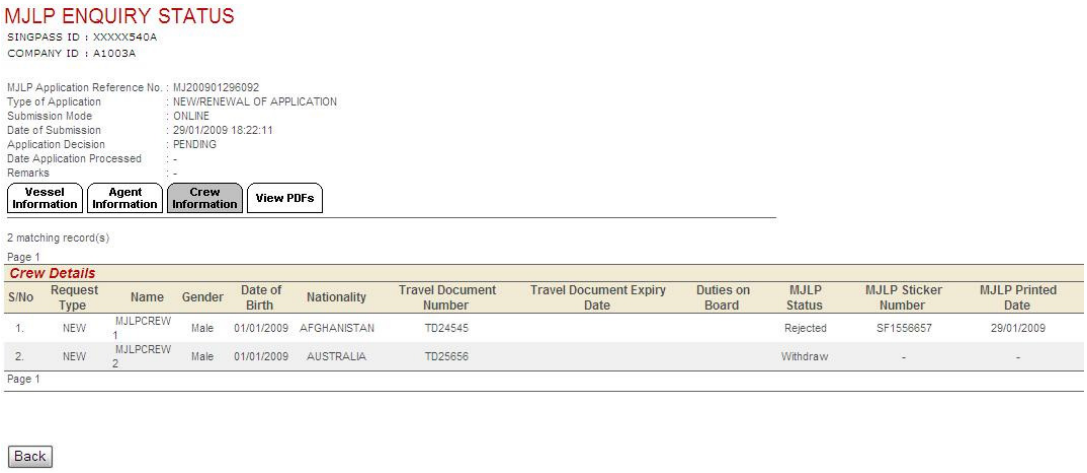
Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

Crew Information Tab

Click on Crew Information Tab

A list of crew belonging to the selected application will be displayed.

Crew information such as Request Type, Name, Gender, Date of Birth, Nationality, Travel Document's Date of Expiry, Duties on Board and MJLP Sticker details will be displayed.



MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200901296092
Type of Application : NEW/RENEWAL OF APPLICATION
Submission Mode : ONLINE
Date of Submission : 29/01/2009 18:22:11
Application Decision : PENDING
Date Application Processed : -
Remarks : -

Vessel Information | Agent Information | Crew Information | View PDFs

2 matching record(s)

Page 1

Crew Details

S/No	Request Type	Name	Gender	Date of Birth	Nationality	Travel Document Number	Travel Document Expiry Date	Duties on Board	MJLP Status	MJLP Sticker Number	MJLP Printed Date
1.	NEW	MJLPCREW 1	Male	01/01/2009	AFGHANISTAN	TD24545			Rejected	SF1556657	29/01/2009
2.	NEW	MJLPCREW 2	Male	01/01/2009	AUSTRALIA	TD25656			Withdraw	-	-

Page 1

Back

View PDFs Tab

Click on View PDFs Tab.

This tab will display a list of Letters pertaining to the application. Click on the File Name hyperlink to display the document.

MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY

MJLP Application Reference No. : MJ200902076139
Type of Application : NEW/RENEWAL OF APPLICATION
Submission Mode : BATCH
Date of Submission : 07/02/2009 15:28:56
Application Decision : APPROVED
Date Application Processed : 07/02/2009 15:37:44
Remarks : -

Vessel Information | Agent Information | Crew Information | View PDFs

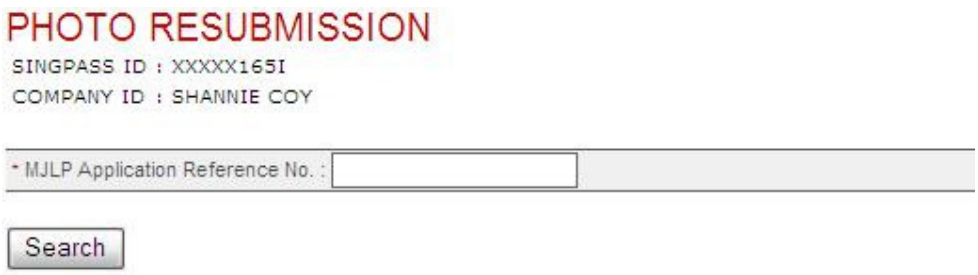
Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

2.5 Photo Resubmission

The module allows the shipping agent to resubmit photograph or bio-data image file in the event the current photograph or bio-data image file submitted is not correct format or has been rejected by ICA officer. This module is only applicable to Ferry Boats.

The Photo Submission module is found by moving the mouse over the MJLP menu item and click on **[Photo Submission].**

Enter the application reference no. and click **[Search]**.



The details of the application will be displayed when a valid application is keyed.

Vessel Information Tab

This will be the first tab that will be seen when resubmitting a photograph or bio-data image file.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

PHOTO RESUBMISSION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200902066130

Vessel Information | Agent Information | Crew Information

VESSEL INFORMATION	
Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

Agent Information Tab

Click on the Agent Information Tab.

The agent who log into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). If you do not wish to be notified by SMS, then uncheck the box.

PHOTO RESUBMISSION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200902066130

Vessel Information | Agent Information | Crew Information

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email *(for notification purposes)*	SHAN@NCS.COM.SG
Agent in Singapore *(i.e. Shipping Company Name and Address)*	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No *(for sms purposes)*	91234567
Tel No	65567096
Pager No	
☑ Please tick if you want to be notified via SMS.	

* Mandatory fields

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

Crew Information Tab

Click on Crew Information Tab.

A list of crew requiring photograph or bio-data image file to be resubmitted will be displayed.

Crew information such as Name, Gender, Date of Birth, Nationality, Travel Document's Date of Expiry, Duties on Board and MJLP Sticker details will be displayed.

To re-submit the photograph or bio-data, click on **[Browse]** and select the image file (with jpg or jpeg extension) to be attached. To submit the application, click on the **[Submit]** button at the bottom of the table.

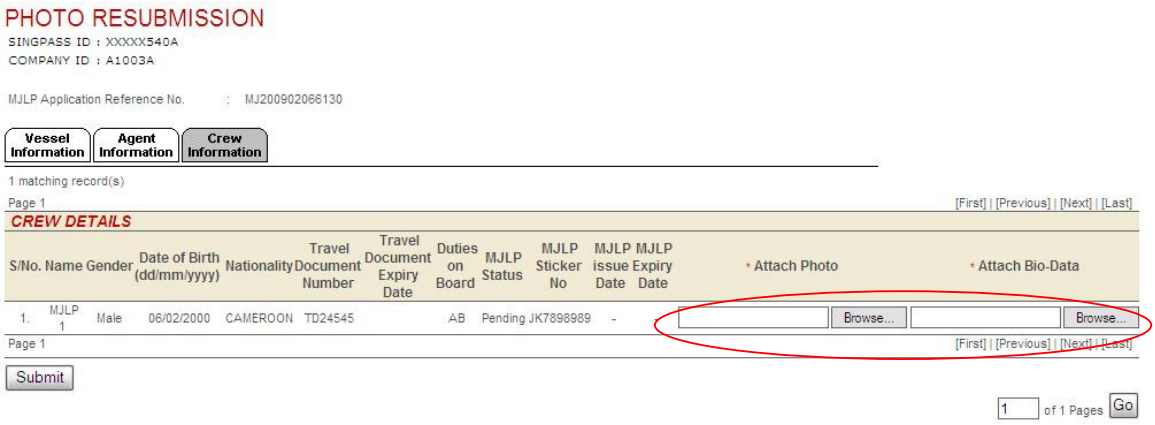


PHOTO RESUBMISSION
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
MJLP Application Reference No. : MJ200902066130
Vessel Information
Agent Information
Crew Information
1 matching record(s)
Page 1
[First] | [Previous] | [Next] | [Last]
CREW DETAILS
S/No. Name Gender Date of Birth (dd/mm/yyyy) Nationality Travel Document Number Travel Document Expiry Date Duties on Board MJLP Status MJLP Sticker No MJLP issue Date MJLP Expiry Date * Attach Photo * Attach Bio-Data
1. MJLP 1 Male 06/02/2000 CAMEROON TD24545 AB Pending JK7898989 -
Browse...
Browse...
Page 1
[First] | [Previous] | [Next] | [Last]
Submit
1 of 1 Pages Go

An acknowledge page will be displayed as shown below, upon successful resubmission.

PHOTO RESUBMISSION
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A
Photo Resubmission has been saved successfully on 17/02/2009 11:15:47 .

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

2.6 Upload File

This module allows the shipping agent to resubmit the excel file in ".csv" format if there are any errors in the original submission. Only applications with error files need to be resubmitted. This module is found by clicking on the *Upload File* menu.

Enter the MJLPApplication Reference Number.

You will then be shown a screen where the file is to be uploaded. Attach the csv by clicking on "browse" and add the file in, after you have made the necessary error corrections and click on **[Submit].**

An acknowledgement page is displayed upon successful resubmission of the file.

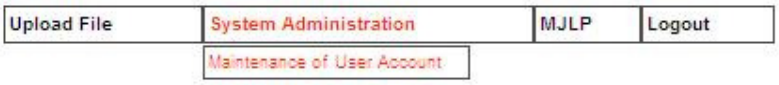
Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

UPLOAD FILE
SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY
Your application has been resubmitted successfully on 17/02/2009 11:26:43
Your application reference number is MJ200902176167.

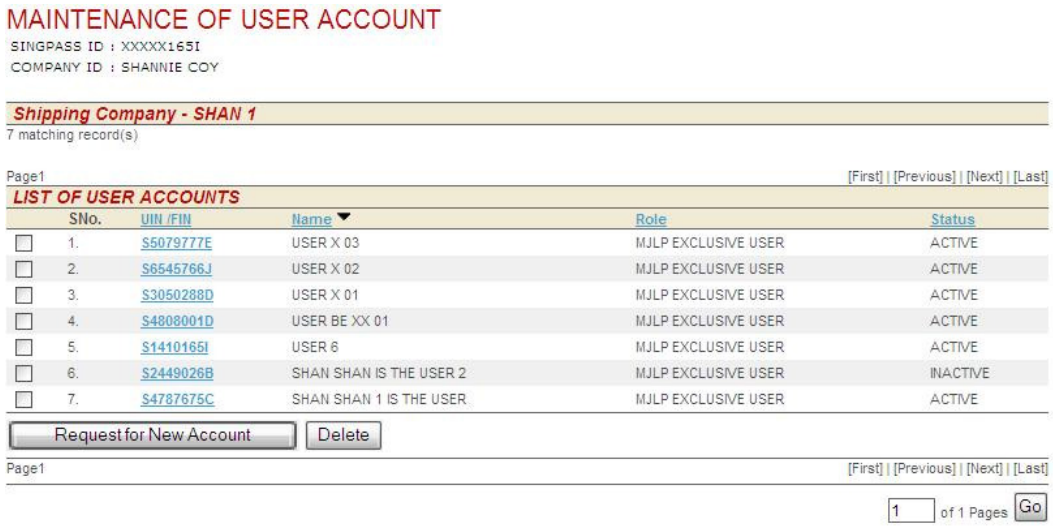
2.7 System Administration – Maintenance of User Account

This module allows the Shipping Agent to request for access to the CREW-MJLP module from ICA. It also allows the agent to update and maintain the details of his shipping agents after ICA has approved the application.

The Maintenance of User Account module is found by moving the mouse over the *System Administration* menu item and click on **[Maintenance of User Account]**



You will be shown the main user maintenance list, which has your company name, and the list of accounts under your company. The list can be sorted by UIN/FIN, Name, Role or Status.


MAINTENANCE OF USER ACCOUNT
SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY
Shipping Company - SHAN 1
7 matching record(s)
Page1
[First] | [Previous] | [Next] | [Last]
LIST OF USER ACCOUNTS
SNo. UIN /FIN Name Role Status
1. S5079777E USER X 03 MJLP EXCLUSIVE USER ACTIVE
2. S6545766J USER X 02 MJLP EXCLUSIVE USER ACTIVE
3. S3050288D USER X 01 MJLP EXCLUSIVE USER ACTIVE
4. S4808001D USER BE XX 01 MJLP EXCLUSIVE USER ACTIVE
5. S1410165I USER 6 MJLP EXCLUSIVE USER ACTIVE
6. S2449026B SHAN SHAN IS THE USER 2 MJLP EXCLUSIVE USER INACTIVE
7. S4787675C SHAN SHAN 1 IS THE USER MJLP EXCLUSIVE USER ACTIVE
Request for New Account
Delete
Page1
[First] | [Previous] | [Next] | [Last]
1 of 1 Pages
Go

To request from ICA a new account, click on **[Request for New Account]** and you will need to fill in the details of the person you are registering for.

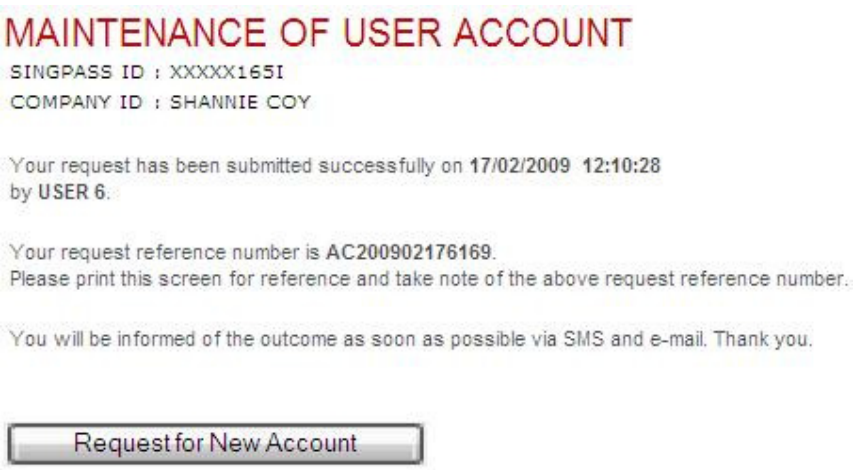
Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

Details that need to be entered:

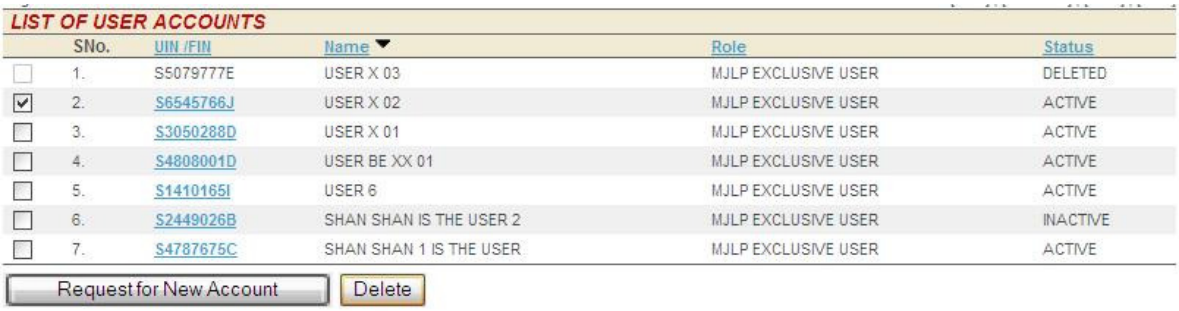
UIN / FIN	This is the NRIC number for Singapore Citizens / Permanent Residence or the FIN number of Long Term Pass holders.
Name	Name of the shipping agent.
Tel No: Mobile No. Pager No.	Telephone Number Handphone Number Pager Number Note that at least 1 of these contact numbers must be filled in.
Email	Email address of the agent

Once you are done, click on **[Save]**. If the record is successfully sent through, a message will appear to inform you that the record is saved. You can then proceed to key in another application.

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.


MAINTENANCE OF USER ACCOUNT
SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY
Your request has been submitted successfully on 17/02/2009 12:10:28
by USER 6.
Your request reference number is AC200902176169.
Please print this screen for reference and take note of the above request reference number.
You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.
Request for New Account

To delete an account, at the main user maintenance list, check the box and click on **[Delete]**.

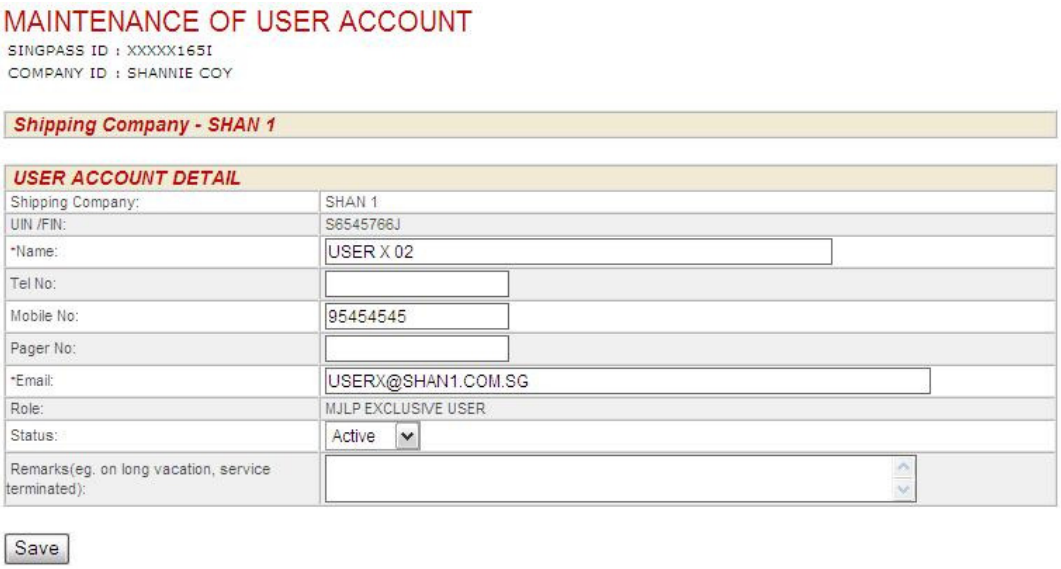

LIST OF USER ACCOUNTS
SNo. UIN /FIN Name Role Status
1. S5079777E USER X 03 MJLP EXCLUSIVE USER DELETED
2. S6545766J USER X 02 MJLP EXCLUSIVE USER ACTIVE
3. S3050288D USER X 01 MJLP EXCLUSIVE USER ACTIVE
4. S4808001D USER BE XX 01 MJLP EXCLUSIVE USER ACTIVE
5. S1410165I USER 6 MJLP EXCLUSIVE USER ACTIVE
6. S2449026B SHAN SHAN IS THE USER 2 MJLP EXCLUSIVE USER INACTIVE
7. S4787675C SHAN SHAN 1 IS THE USER MJLP EXCLUSIVE USER ACTIVE
Request for New Account
Delete

There will be a message to inform you that the record is successfully deleted. The record in the list would be 'grey' out and you will not be able to access the record.

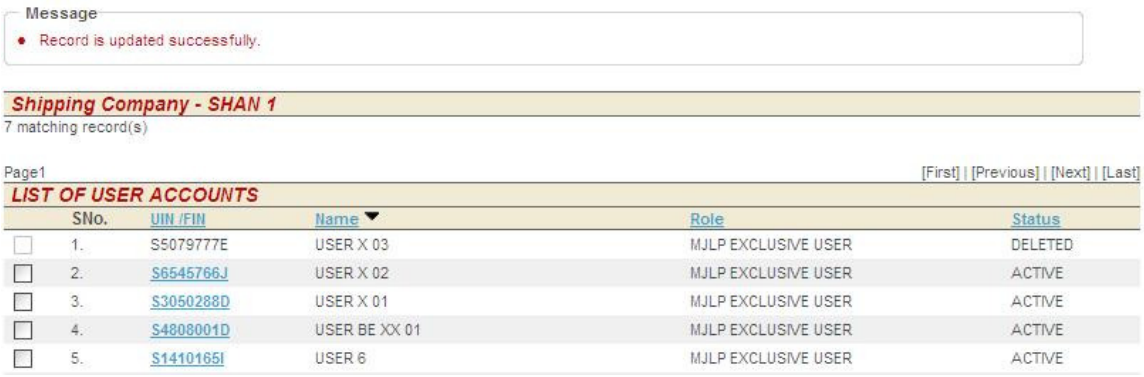
Message
Record(s) is/are deleted.
Shipping Company - SHAN 1
7 matching record(s)
Page1
[First] | [Previous] | [Next] | [Last]
LIST OF USER ACCOUNTS
SNo. UIN /FIN Name Role Status
1. S5079777E USER X 03 MJLP EXCLUSIVE USER DELETED
2. S6545766J USER X 02 MJLP EXCLUSIVE USER ACTIVE

Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.

To amend the details of a user under your charge, click on the *UIN/FIN* in the UIN/FIN column that you want to maintain.



You will be able to update the Name, Contact Numbers, emails, change his status (Active/Inactive) and add in any remarks if you need to. Once completed, you can click on **[Save]**. A message will appear to let you know that the details have been updated successfully.


Message
Record is updated successfully.
Shipping Company - SHAN 1
7 matching record(s)
Page1
[First] | [Previous] | [Next] | [Last]
LIST OF USER ACCOUNTS
SNo. UIN /FIN Name Role Status
1. S5079777E USER X 03 MJLP EXCLUSIVE USER DELETED
2. S6545766J USER X 02 MJLP EXCLUSIVE USER ACTIVE
3. S3050288D USER X 01 MJLP EXCLUSIVE USER ACTIVE
4. S4808001D USER BE XX 01 MJLP EXCLUSIVE USER ACTIVE
5. S1410165I USER 6 MJLP EXCLUSIVE USER ACTIVE

Caution:
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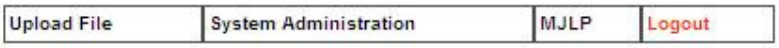
2.8 Logout

This allows the user to logout of the system and return to the main CREW page. This is found by clicking on the *logout* menu.



Caution:
DO NOT click on any of the buttons on your internet browser. This will terminate your session prematurely.
DO NOT click any of the provided buttons more than once. This will cause the transaction to HANG intermittently.